

Marine Corps Institute Annual Course Listing



Calendar Year 2001



UNITED STATES MARINE CORPS

MARINE CORPS INSTITUTE
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IN REPLY REFER TO:

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From: Director, Marine Corps Institute

Subj: MARINE CORPS INSTITUTE (MCI) COURSE INFORMATION

1. The *Annual Course Listing* is a reference document for MCI course information. It contains a listing of active Occupational Specialty Courses, active Professional Military Education Programs, and job aids offered by MCI.
2. This edition replaces the *Annual Course Listing Calendar Year 2000*.
3. Information contained in this paper-based publication is also available on MCI's home page at <http://www.mci.usmc.mil>. Quarterly updates to information contained in this publication will be published and distributed to Marine Corps units through the MCI *Hotline* and the MCI web site under the Current Catalog link. The *Hotline* is also available on MCI's home page.

R. T. TRYON

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GUIDE TO USING THE ANNUAL COURSE LISTING

This annual course listing presents all of the active courses and programs MCI publishes.

WEB-BASED COURSES

Web-based courses are available from Learning Resource Centers (LRCs) located throughout the Marine Corps. Marines can enroll in and take web-based courses by visiting a local LRC or by accessing their local LRC web site from a networked computer with Internet access that is on the local domain of the base, post, or station. Web-based courseware is not accessible from the Internet in general. Students must access an LRC web site from computers located within the Internet domain of a base, post, or station to participate in web-based courses.

CD-BASED COURSES

If a student enrolls in a **CD-based course**, he or she will receive a CD containing the courseware and all necessary course materials in the mail. The student must have access to a computer with a minimum of a 90mhz Pentium processor, 16 MB RAM, 4x speed CD ROM, sound card w/speakers, and a video card capable of 16 bit color. Check with your local training NCO to see if your unit's commander's library has a CDROM copy of the course in which you are interested.

MARTest

MARTest is an on-line examination available for several of MCI's courses. MARTest is currently available from LRCs or can be accessed by units with a MARTest proctor account. To access the MARTest application, a using unit must have a MARTest proctor account, a computer with network and Internet access, and must be located within the local domain of the base, post, or station. If you can access the local LRC web site, you can also access MARTest. If a student does not have access to an LRC, he or she should take a paper-based examination. To be eligible to take a MARTest, a student must turn in any paper-based test materials issued with the course. Proctors at LRCs are prepared to collect paper-based exams and then allow students to take a MARTest.

OCCUPATIONAL SPECIALTY COURSES

This course catalog lists the occupational specialty courses in numerical order. The first two digits of each course number generally represent the occupational field of the course material.

Prerequisites for certain courses are listed and explained under the pertinent course.

Study hours and reserve retirement credits for occupational specialty courses are provided below course descriptions.

Note: Course completion deadline (CCD) for all MCI occupational specialty courses is 2 years from the date of enrollment.

PROFESSIONAL MILITARY EDUCATION (PME) PROGRAMS

PME courses are listed within their respective programs. Enrollment in a single course of a PME program is NOT allowed. Students may only enroll in one PME program at a time. The purpose of each program, its eligibility criteria, the prerequisites, and the areas of study, as well as any additional administrative information, is explained at the beginning of each program listing in the PME section.

Note: Course completion deadline (CCD) for all MCI PME programs is 5 years from the date of enrollment.

JOB AIDS

Job aids guide the Marine through the performance of a particular task. They are designed at a level of detail to minimize trial and error, reduce the amount of recall necessary, and give direction. The classic example of one of MCI's job aids is *The Forward Air Controller Tactical Pocket Checklist*. MCI's job aids do not include examinations. MCI has several job aids available through the Internet at www.mci.usmc.mil. Other jobs aids are available in a paper-based format through MCI. Turn to page 47 for a list of those job aids now available.

COMMANDER'S LIBRARY PROGRAM

The commander's library program is available to company commanders to help reduce the amount of course books shipped to the fleet while pre-positioning the courses closer to the individual Marines. Commanders may request, via letter, a listing of specific course books to have shipped to them to maintain as a Commander's Library. Generally, the courses provided should be several of the most popular courses (based on enrollments), or courses specific to the mission of that particular company. MCI will not provide a complete set of available courses in the catalog. Send a written request to Marine Corps Institute, ATTN: Operations (Commander's Library Program), 912 Charles Poor Street SE, Washington Navy Yard DC 20391-5680. Include at a minimum, the reason for the request, the type of unit requesting a commander's library, the MCC-RUC of the unit, a listing of specific courses, quantities requested, and a point of contact by phone. Commanders are responsible for providing their own storage facility and checkout procedures.

BASE LIBRARY PROGRAM

The purpose of this program is to provide a training and education reference library for Marine units and individuals by supplying base/station libraries, education centers, and training institutions a complete package of all MCI courses and job aids available. When a library or education center is equipped with these courses it also becomes an additional source for Marines to complete courses they may have lost or misplaced, so that they can complete their course within the allotted course completion date. MCI will update your library semiannually with any new courses and most recent revisions to existing courses. To establish a MCI reference library, submit a written request to MCI, attention Operations Section and include a point of contact, DSN/commercial phone number and unit mailing address.

UNIT VERIFICATION REPORT (UVR)

The revised Unit Verification Report (UVR), which is necessary to streamline the process and allow more flexibility, is up and running. The UVR provides commanders, unit training officers, and training NCOs with the status of their unit's distance learning program. It is also a valuable tool in tracking the progress of the Marines enrolled in MCI courses. A password is required to access these reports and can be obtained at the request of your commanding officer to MCI's Student Services and Support Division or by sending an E-mail to OMBMCISD@MBW.USMC.MIL. Include your battalion CO's name and E-mail address, the unit's RUC/MCC, and your DSN/commercial phone numbers.

MCI WEB SITE

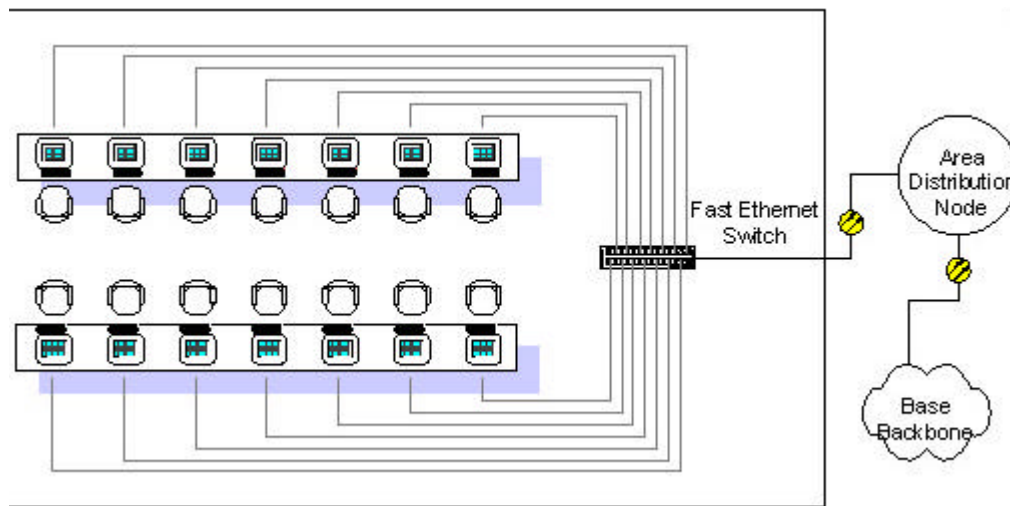
The Marine Corps Institute's web site is available to assist Marines in several areas. It allows the student to review course descriptions, enroll in a course, check course completions, and verify student records. It also allows students to review or download Portable Documented Formatted (PDF) materials of interest to better facilitate the training program established for their unit. The site also allows students to review our quarterly newsletter, *Hotline*, as well as pertinent ALMARs and MARADMINs. The address for our web site is www.mci.usmc.mil. We encourage you to make maximum use of this tool for all your MCI needs.

HOW TO CONTACT MCI

- Web site: www.mci.usmc.mil
- E-mail: ombmcissd@mbw.usmc.mil
- Phone: 1-800-MCI-USMC/ DSN 325-7438
- Postal Mail: 912 Charles Poor Street, Washington Navy Yard, DC 20391-5680
- Visit Us: Building 220, Lejeune Hall, Washington Navy Yard

LEARNING RESOURCE CENTER (LRC)

The LRC is a designated facility that provides multimedia workstations for Marines to access the distance learning courseware. A typical LRC will contain 20 workstations networked to the base backbone and the Training and Education Point of Presence (TEPOP) Servers. LRCs are geographically located throughout several Marine Corps Bases (MCBs) to make distance learning convenient to all Marines. Computers that are connected to the LAN on a base that has a TEPOP server can also access distance learning courseware.



LOCATIONS

Marine Barracks, Washington MCI	Washington Navy Yard Bldg 220, Room 212	(202) 685-7497
Camp Lejeune, NC	Base Library	(910) 451-3092
Camp Lejeune, NC	French Creek Recreation Center Bldg FC330	(910) 451-1446
Camp Pendleton, CA	San Onofre Area Bldg 520512	(760) 763-0120
Camp Pendleton, CA	Del Mar Area Bldg 210725	(760) 763-0118
29 Palms, CA 29	Palms South End Bldg 1527	(760) 830-7141 ext. 246
Quantico, VA	MCB Quantico	

*See DLC's web site for an up-to-date listing of LRCs.

<http://www.tecom.usmc.mil/dlc/operationssection/mainopspage.html> /relist

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DISTANCE EDUCATION AND TRAINING COUNCIL (DETC)

The Distance Education and Training Council is a nonprofit educational association located in Washington, DC. DETC serves as a clearinghouse of information about the distance study/correspondence field and sponsors a nationally recognized accrediting agency called the Accrediting Commission of the Distance Education and Training Council. The Council's goal is to promote sound educational standards and ethical business practices within the distance study field. DETC's address is 1601 18th Street, NW, Washington, DC, 20009-2529, telephone: (202) 234-5100, fax: (202) 332-1386, or E-mail: detc@detc.org <<mailto:detc@detc.org>>, or visit their homepage at www.detc.org. <<http://www.detc.org>>

The Accrediting Commission of DETC has accredited MCI since 1977. This accreditation provides MCI an external standard for improving services and programs through periodic evaluations by an outside agency and by self-evaluation. It also provides the assurance of high standards and educational quality through the adherence to established criteria, policies, and standards. As part of the requirements for accreditation, MCI submits annual reports to the Accrediting Commission of the DETC. MCI is re-evaluated by the Accrediting Commission every 5 years.

Each year DETC sponsors an MCI Graduate of the Year. This MCI student combines scholarly virtue and application of his or her education to benefit the Corps, community, and individual. See our web site at www.mci.usmc.mil for more information.



AMERICAN COUNCIL ON EDUCATION (ACE)

ACE evaluates MCI courses to recommend credits that may be applied toward a baccalaureate/masters degree, or vocational certificate. ACE lists its recommendation for awarding educational credit or course equivalency in specific degree/certificate categories. This recommendation makes it easier for Marines to obtain college or vocational credit for courses they have completed. To receive credit for a MCI course, Marines should request a SMART transcript online at https://smart.cnet.navy.mil/pub_login.html and take this transcript, or their MCI course record, or their course completion certificate(s) to their college registrar. An official transcript can be obtained from the Student Service Division of MCI. Marines CONUS may call toll free at 1-800-MCI-USMC. Marines worldwide may call commercial (202) 685-7596 or DSN 325-7596. For more information on how to request a transcript, see page 7 of this catalog. ACE only recommends college credit; the award of college or vocational credits for completed MCI course work is strictly up to each institution.

As ACE evaluates additional courses, their credit recommendations will be announced in the MCI *Hotline* and then included in subsequent editions of MCI's *Annual Course Listing*.

Note: All credit recommendations are in **semester hours**.

ACE credit recommendation for occupational courses and PME programs is provided below each course/program description. The following abbreviations are used to describe ACE recommendations.

Occupational Specialty Courses:

BA = Baccalaureate degree level

VA = Vocational level

Professional Military Education Courses:

Graduate level or **GL** = Masters degree level

Upper level or **UL** = Last two years of a four-year Bachelor degree

Lower level or **LL** = Associate degree level work or the first two years of a four-year Bachelor degree

Reading ACE codes:

Typical entries: 3 hrs-BALL = 3 hours in lower or associate level work.

1 hr-BAUL, 1 hr-VA = 1 hour in upper level and 1 hour in vocational level work.



MANAGEMENT PROCEDURES

ELIGIBILITY FOR ENROLLMENT

The following personnel may enroll in MCI courses provided they meet the prerequisites listed in the course descriptions. Submit applications as indicated below:

Marines on active duty

- via the unit's designated representative (usually the unit training NCO), or they can enroll via the MCI website at www.mci.usmc.mil.

Selected Marine Corps Reserves (SMCR)

- directly to MCI via telephone call or the MCI website.

Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA)

- directly to MCI via telephone call or the MCI website.

Retired Marines, members of the Fleet Marine Corps Reserve, and disabled former Marines

- directly to MCI

NROTC Midshipmen under Marine option

- via Marine Officer Instructor (MOI)

Platoon Leaders Class (PLC) Candidates

- via Officer Selection Officer (OSO)

International Students

- submit requests for Occupational Specialty courses via Coalition and Special Warfare Division, MCCDC, Quantico, VA 22134 (code C38)

- submit requests for PME programs via Commanding General, MCCDC (C40-CCE) Marine Corps University, Quantico, VA 22134

Air Force, Army, Coast Guard, and Navy Students

- submit requests directly to MCI

Government Employees of a Military Activity

- submit requests via immediate supervisor, director of civilian personnel, employee development officer, or commanding officer

RESERVE RETIREMENT CREDITS (RRC)

For inactive reserve Marines **ONLY**, one RRC is awarded for every 3 hours of study in an MCI course.

Other services should determine credits awarded based on their service regulations.

SMCR Marines

- The unit is responsible for forwarding a report of reserve retirement credits (RRCs) to the Marine Corps Reserve Forces Administrative Activity (Code AFR). SMCRs do not receive RRCs for MCI course work done during regularly scheduled drill periods.

IRR/IMA Marines

- MCI posts RRCs for IRRs/IMAs to the Marine Corps Total Force System (MCTFS).

MCI DATA BASE/MMS RECORDS

When a Marine completes, fails, or is disenrolled from a course, the data is transferred to MCCDPA, Kansas City, Missouri, which then updates the Marine's MMS record.

TRANSCRIPTS

To request a transcript of completed courses, you must submit a letter to MCI, ATTN: SSD, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680. The letter must list the name, rank, SSN, course number(s), the month and year course was completed, a return mailing address, and a daytime phone number with area code. You can also submit a request via the MCI organizational mailbox (OMB) at omb_mci_ssd@mbw.usmc.mil. Active duty Marines should contact the SMART web site for an Institutional copy of their SMART transcript.

COMPLETION CERTIFICATE (R-13)

When a course is successfully completed, MCI issues a completion certificate, which includes on the reverse side, the examination score, the number of study hours required to complete the course, and the number of credits earned (for IRRs and IMAs). Individuals completing a PME program will receive a completion certificate for each subcourse and a completion diploma for the program.

DUPLICATE COMPLETION CERTIFICATE

To request a duplicate completion certificate or diploma,
-call the Student Services Help Desk at 1-800-USMC-MCI, or
-send an E-mail to the OMB address listed above, or
-send a letter to MCI, ATTN: SSD, 912 Charles Poor St. SE, Washington Navy Yard, DC 20391-5680. The letter must list the name, rank, SSN, course number(s), month and year course was completed, and return address.
-review your records on our website (www.mci.usmc.mil), find the completed course, and click on the icon for the completion certificate/diploma.

MARTEST, WEB, AND CD-BASED COURSES

Enrollment in a learning resource center (LRC) web-based course commits the student to take a web-based test. No paper test will be mailed. The following **web-based courses** are available at learning resource centers:

0385A	<i>Land Navigation (WEB)</i>
1320A	<i>Fundamentals of Diesel Engines (WEB)</i>
3426A	<i>Personal Financial Management (WEB)</i>
0367A	<i>The Marine Marksman (WEB)</i>
0210B	<i>Terrorism Awareness (WEB)</i>
3535A	<i>Incidental Motor Vehicle Operator (WEB)</i>

A paper test will be mailed to a student who takes a CD course unless MCI is specifically told not to do so. Students are encouraged to share CD-based courses with fellow Marines. Subsequent users enroll requesting the examination only. The following **CD-based courses** are available on CD-ROM:

0214A	<i>Terrorism Awareness for Marines (CD)</i>
2563	<i>Encryption/Decryption Device (TSEC/KY-99A) Operations Course (CD)</i>
2566	<i>Analog Switchboard (SB-3614) Operations Course (CD)</i>
2567	<i>Remote Multiplexer-Combiner (TD-1234) Operations Course (CD)</i>
2568	<i>Data Transfer Device (AN/CYZ-10) Operations Course (CD)</i>
3425A	<i>Personal Financial Management (CD)</i>
3532A	<i>Incidental Motor Vehicle Operator (CD)</i>

To take a MARTest, students are required to turn in the blank paper test that was mailed to them. **MARTest** is available for the following courses. Learning resource centers will have an up-to-date list that will be modified as tests are added in the future.

0118J	<i>Spelling</i>	2566	<i>Analog Switchboard (SB-3614) Operations Course (CD)</i>
0119G	<i>Punctuation</i>	2567	<i>Remote Multiplexer-Combiner (TD-1234) Operations Course (CD)</i>
0210B	<i>Terrorism Awareness</i>	2568	<i>Data Transfer Device (AN/CYZ-10) Operations Course (CD)</i>
0214A	<i>Terrorism Awareness (CD)</i>	3316E	<i>Basic Nutrition</i>
0215A	<i>Terrorism Awareness (WEB)</i>	334L	<i>Food Service Fundamentals</i>
033N	<i>Fundamentals of Marine Corps Leadership</i>	3420E	<i>Personal Financial Management</i>
0366B	<i>Military Operations on Urban Terrain</i>	3422A	<i>Basic Pay and Allowances</i>
0367A	<i>The Marine Marksman</i>	3425A	<i>Personal Financial Management (CD)</i>
0385A	<i>Land Navigation (WEB)</i>	3426A	<i>Personal Financial Management (WEB)</i>
0372A	<i>The Marine Rifleman: Weapons</i>	3530	<i>Incidental Motor Vehicle Operator</i>
0381B	<i>Land Navigation</i>	3532A	<i>Incidental Motor Vehicle Operator (CD)</i>
0813A	<i>Field Artillery Survey</i>	3580A	<i>Automotive Engine Maintenance & Repair</i>
1320A	<i>Fundamentals of Diesel Engines (WEB)</i>	5714A	<i>NBC Reconnaissance and Contamination Avoidance</i>
1334H	<i>Math for Marines</i>		
1335C	<i>Fundamentals of Diesel Engines</i>		
1391A	<i>Bulk Fuel Specialist</i>		
2563	<i>Encryption/Decryption Device (TSEC/KY-99A) Operations Course (CD)</i>		

OCCUPATIONAL SPECIALTY COURSES

The unit diary enrollment process now includes course versions. Six characters must be entered to identify the course number. Example: 033 would read 033NZZ; 3420 would read 3420MZ. Course versions are now included in this edition of the *MCI Annual Course Listing*. If the course version is not indicated, then the course has not been revised as of this printing. If you have questions concerning this, please contact Student Services Division (SSD). Marines in CONUS may call toll free 1-800-MCI-USMC. Marines worldwide may call commercial (202) 685-7596 or DSN 325-7596.

001A THE PRINCIPLES OF INSTRUCTION FOR THE MARINE NCO

Provides NCOs with a basic background of learning theory, techniques, and procedures to prepare them to become effective instructors. Designed for LCpl-Sgt in all MOSs. MARTest is available for this course.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1406-0028, 3 hrs-BALL

OF-01, PERSONNEL AND ADMINISTRATION

0112B COUNSELING FOR MARINES

Provides the fundamentals of counseling and planning and conducting a counseling session. This course also provides counseling methods. Designed for all ranks and MOSs.

Study Hours: 8

Reserve Retirement Credits: 3

0118J SPELLING

Provides instruction on using a dictionary and thesaurus, basic spelling rules, and words most frequently misspelled. Designed for all ranks and MOSs. MARTest is available for this course.

Study Hours: 16

Reserve Retirement Credits: 5

0119G PUNCTUATION

Provides instruction on the correct use of punctuation marks and capitalization. Designed to enhance the writing skills of all ranks and MOSs. MARTest is available for this course.

Study Hours: 15

Reserve Retirement Credits: 5

0131H CORRESPONDENCE PROCEDURES

Provides basic information on methods of preparing, typing, and filing correspondence. Designed for all ranks and MOSs.

Study Hours: 20

Reserve Retirement Credits: 7

0138A ORDER WRITING CLERK

Provides instruction on preparing and processing permanent change of station and temporary additional duty orders. Designed for Pvt-SSgt in MOSs 0121 and 0151.

Required Reference Material: The following publications should be made available to the students by their organization. If the publications are not available, do not forward the application for enrollment.

1. ACTS, MCO P1000.6_
2. Port Call Procedures, MCO 4650.30_
3. Passports, MCO 5512.4_
4. Official Table of Distance, NAVSO P-2471

Study Hours: 16

Reserve Retirement Credits: 5

0143A LEGAL ADMINISTRATION CLERK

Provides an introduction to investigations and administrative procedures for processing the unit punishment book, absentees, and deserters. Specific instruction covers such areas as drafting charges for the unit punishment book, processing appeals, and preparing DD Forms 458, 553, and 616 when processing absentees and deserters. Designed for Pvt-GySgt in the 01 occupational field.

Study Hours: 10

Reserve Retirement Credits: 3

ACE Credits: MC 1406-0024, 1 hr BALL

0144 THE UNIT MAILCLERK

Provides instruction on operating a unit mailroom. Specific areas covered are directory service, administrative procedures, designation of unit mailclerks and orderlies, security, sorting mail, casualty mail, and processing mail. Designed for Pvt-Sgt in any MOS assigned duties as unit mailclerks.

Study Hours: 8

Reserve Retirement Credits: 3

OF-02, INTELLIGENCE

0201 INTELLIGENCE BRIEF: SOUTHWEST ASIA

Provides instruction on the terrain, weather, climate, physical environment, armed forces, and the geopolitical and sociopolitical influences that affect military operations in Southwest Asia. The material consists of a textbook and a book of readings. Designed for Cpl-Capt in all MOSs.

Study Hours: 16

Reserve Retirement Credits: 5

ACE Credits: MC 1511-0001, 2 hrs-BALL

0210B TERRORISM AWARENESS FOR MARINES

Provides instruction on how individual Marines can best protect themselves and their families in a terrorist environment. Gives guidance on what to expect and how to survive in a terrorist situation. Designed for all Marines. MARTest is available for this course.

Study Hours: 8

Reserve Retirement Credits: 3

0214A TERRORISM AWARENESS FOR MARINES (CD)

CD-based interactive courseware (CD) version of MCI 0210B, *Terrorism Awareness for Marines*. This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines. MARTest is available for this course.

Study Hours: 8

Reserve Retirement Credits: 3

0215A TERRORISM AWARENESS (WEB)

Web-based version of MCI 0210B, *Terrorism Awareness for Marines* available in LRCs. This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines.

Study hours: 8

Reserve Retirement Credits: 3

028B INTRODUCTION TO COMBAT INTELLIGENCE

Provides instruction on the principles of intelligence; organization of the battalion intelligence section; and the direction, collection, processing, and dissemination of information. Also addresses counterintelligence and security of classified materials. Designed for all Marines.

Study Hours: 18

Reserve Retirement Credits: 6

OF-03, INFANTRY

0321A THE M240G MACHINEGUNNER

Instruction in this course includes fundamental and advanced principles of employing the M240G machinegun in tactical situations, including the following: basic marksmanship, offensive/defensive employment, night/low visibility, and engaging moving targets including anti-air defense. Designed for Pvt-Sgt in MOS 0331 or for those who may be required to perform duties as a machinegunner or lead a machinegun team.

Study Hours: 10

Reserve Retirement Credits: 3

0322J THE M252, 81MM MORTAR CREWMAN

Provides an introduction to the 81mm mortar, covering characteristics, nomenclature, assembly and disassembly, maintenance, ammunition, laying, and firing. Also includes information on the LAV-M mounted mortar. Designed for Pvt-Sgt in MOS 0341.

Study Hours: 12

Reserve Retirement Credits: 4

0324G OPERATIONS AGAINST GUERRILLA UNITS

Covers the fundamentals of tactics and techniques employed by small units and individuals in counter guerrilla operations. Designed for all Marines.

Study Hours: 17

Reserve Retirement Credits: 6

033N FUNDAMENTALS OF MARINE CORPS LEADERSHIP

Designed to help new or prospective NCOs master the difficult art of leadership. The course also gives examples of and procedures for effective leadership in garrison and in combat situations. Designed for Pvt-LCpl in all MOSs. MARTest is available for this course.

Study Hours: 26

Reserve Retirement Credits: 9

0331J THE 81MM MORTAR NCO

Provides instruction for the 81mm mortar NCO. Covers forward observer procedures, fire direction center procedures and commands, and reciprocal lay of the 81mm mortar. Designed for Cpl-Sgt in MOS 0341.

Study Hours: 12

Reserve Retirement Credits: 4

0332G RECONNAISSANCE MARINE

Provides instruction on the fundamentals of reconnaissance operations including doctrine, equipment, tactical concepts, and techniques used by the reconnaissance unit in training and combat operations. Designed for Marines in MOSs 0321 or 8654.

Study Hours: 16

Reserve Retirement Credits: 5

0335C INFANTRY PATROLLING

Introductory course on planning, preparing, and conducting infantry patrols. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 11

Reserve Retirement Credits: 4

0338 THE LAV CREWMAN

Provides instruction on the operating procedures for the LAV-25's systems. Also includes instruction on the location of the major components and a description of the vehicle's accessory equipment. Designed for Pvt-LCpl in MOS 0313.

Study Hours: 11

Reserve Retirement Credits: 4

034N LANDMINE WARFARE, DEMOLITIONS, AND BREACHING OPERATIONS

Provides an introduction to Marine Corps mines and covers the fundamentals of installing, detecting, and removing mines and breaching minefields. Also provides an introduction to demolitions and threat mine warfare. Designed for Pvt-Sgt who may be assigned as members of demolition and landmine teams.

Study Hours: 15

Reserve Retirement Credits: 5

0354B DESERT OPERATIONS

Introduces desert operations, desert areas of the world, special tactics, and combat service support procedures. Also covers fundamentals of individual survival in desert environments. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

0355B THE TOW 2 WEAPON SYSTEM CREWMAN

Introduces component identification, assembly and disassembly, system checkout, loading, target engagement, maintenance, and camouflaging of the TOW 2 weapon system. Designed for Pvt-Sgt in MOS 0352.

Study Hours: 19

Reserve Retirement Credits: 6

0365 ANTIARMOR OPERATIONS

Introduces small unit anti-armor operations. Includes armor identification, anti-armor concepts, and anti-armor weapons. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 12

Reserve Retirement Credits: 4

0366B MILITARY OPERATIONS IN URBAN TERRAIN

Provides instruction in conducting offensive and defensive operations in urban terrain settings: Covers all individual training standards (ITS) from duty area 1 of MOS 0300, found in MCO 1510.35C. Designed for use by Marines in the grades Pvt-GySgt who are assigned to the infantry occupational field. MARTest is available for this course.

Study Hours: 10

Reserve Retirement Credits: 3

0367 THE MARINE MARKSMAN (WEB)

Web-based course available in LRCs. Provides instruction and addresses the techniques and procedures of marksmanship. Gives guidelines and examples which make it a useful tool for conducting marksmanship training. MARTest is available for this course.

Study Hours: 6

Reserve Retirement Credits: 2

0368 THE HEAVY MACHINEGUN CREWMAN

Provides an introduction to Marine Corps heavy machineguns: M2 heavy barrel .50 caliber and the MK19 40mm. Covers characteristics, nomenclature, assembly and disassembly, ammunition, gun lay, maintenance, and immediate action procedures. Designed for all heavy machinegunners, Pvt-Sgt.

Study Hours: 18

Reserve Retirement Credits: 6

0370A THE MARINE RIFLEMAN: COMBAT SKILLS

Provides the individual rifleman with basic instruction on fire and movement, defense, cover and concealment, communications, and security and intelligence. Designed for Pvt-Sgt in all MOSs.

Study Hours: 12

Reserve Retirement Credits: 4

0372A THE MARINE RIFLEMAN: WEAPONS

Provides the individual rifleman with a basic knowledge of weapons at the fire team level. This course emphasizes operator maintenance assembly and disassembly and immediate action procedures. This course also provides instruction concerning engagement, grenade and pyrotechnic employment, and landmine installation. Designed for Pvt-Sgt in MOS 03XX. MARTest is available for this course.

Study Hours: 13

Reserve Retirement Credits: 4

0380 INFANTRY SQUAD LEADER: COMBAT LEADERSHIP

Addresses the rigorous combat conditions a Marine faces in battle. Examines key factors for successful leadership in a combat environment. Designed for the infantry squad leader, but applies to Cpl-Sgt in all MOSs.

Study Hours: 6

Reserve Retirement Credits: 2

0382 INFANTRY SQUAD LEADER: WEAPONS AND FIRE SUPPORT

Provides instruction on the weapons organic to the infantry battalion and covers the capabilities and limitations of artillery, naval gunfire, and close air support. Also discusses call for fire adjustment procedures for indirect fire support. Designed for Cpl-Sgt in the 03 occupational field.

Study Hours: 14

Reserve Retirement Credits: 5

0383 INFANTRY SQUAD LEADER: SQUAD TACTICS

Provides instruction in combat planning, fire support, and offensive and defensive operations at the squad level. Provides situational problems to increase the student's knowledge of problem solving and decision-making. Designed for LCpl-Sgt in MOS 0311.

Study Hours: 15
Reserve Retirement Credits: 5

0385A LAND NAVIGATION (WEB)

Web-based version of MCI 0385A *Land Navigation*, available in LRCs. This course covers the following topics: Provides land navigation instruction including navigating with a map and a compass, route planning and preparation, and navigating by natural means. MARTest is available for this course.

Study Hours: 21
Reserve Retirement Credits: 7

OF-04, LOGISTICS, EMBARKATION, MIMMS, AND SHORE PARTY

0410B MIMMS (AIS)

Provides instruction on the principles and procedures of the Marine Corps Integrated Maintenance Management Automated Information System. Covers management concepts, input procedures, reports, files, and validations. Designed for Pvt-SSgt in MOS 0411 and all other ground maintenance-related MOSs.

Study Hours: 30
Reserve Retirement Credits: 10

0414A GROUND MAINTENANCE MANAGEMENT PROCEDURES FOR SUPERVISORS

Covers procedures and policies for managing ground equipment maintenance in field units of the regular establishment and ground and aviation units of the Selected Marine Corps Reserve. Emphasizes maintenance management terminology, resources, productions, and information. Designed for SSgt-Capt in MOSs 0402, 0410, 0411, and all other ground maintenance-related MOSs.

Study Hours: 22
Reserve Retirement Credits: 7

0416A THE MARINE CORPS PUBLICATIONS AND DIRECTIVES SYSTEM

Provides all Marines with general knowledge of the publications and directive systems. This course provides guidelines for establishing and maintaining a publication library. Additionally, this course shows how to make changes and replace existing publications. This course is designed for all Marines who have access to their publications library.

Study Hours: 6
Reserve Retirement Credits: 2

045C THE LOGISTICS/EMBARKATION SPECIALIST

Provides instruction on the basic duties of a logistics clerk. Introduces logistics, general administration, supply, maintenance, transportation, and ground safety. Designed for Pvt-Sgt in MOS 0431.

Study Hours: 15
Reserve Retirement Credits: 5

047D INTRODUCTION TO AMPHIBIOUS EMBARKATION

Introduces the duties of an embarkation specialist. Emphasizes embarkation of personnel and organizations, preparation of supplies and equipment, and the characteristics of amphibious ships and their loading methods. Also covers embarkation and debarkation procedures. Designed for Pvt-Sgt in all MOSs.

Study Hours: 15
Reserve Retirement Credits: 5

0481A LANDING SUPPORT SPECIALIST

Provides comprehensive instruction on landing support operations. Also covers organizational structure, the mission and employment of landing support units, and the capabilities and limitations of support equipment. Designed for Pvt-GySgt in MOS 0481.

Study Hours: 18
Reserve Retirement Credits: 6

OF-08, FIELD ARTILLERY

0813A FIELD ARTILLERY SURVEY

Provides a basic knowledge of field artillery survey, emphasizing the techniques required to measure distances with the 30-meter steel tape and the DISTOMAT DI-3000. Covers the operation and maintenance of the T-2E theodolite, the recording of survey data, the Position Azimuth Determining System (PADS), and the AN/PSN-11 Satellite Signals Navigation Set (PLGR). Designed for Pvt-Cpl in MOS 0844 and Sgts in MOSs 0842 and 0847. MARTest is available for this course.

Study Hours: 15

Reserve Retirement Credits: 5

0816A HOWITZER SECTION CHIEF

Provides instruction about the duties of the howitzer section chief. This course covers the skills and knowledge required to lay, fire, and move a howitzer. Also includes instruction in the setup and operation of the M90 Chronograph, Muzzle Velocity System (MVS), and Gun Display Unit (GDU). Designed for Cpl-Sgt in MOS 0811.

Study Hours: 17

Reserve Retirement Credits: 5

0820D THE M198, 155MM TOWED HOWITZER

Provides instruction in the operation and functioning of all major components, including fire control equipment. Covers safety procedures, ammunition, and cannoneer duties. Designed for Pvt-SSgt in MOS 0811.

Study Hours: 14

Reserve Retirement Credits: 5

0861 BASIC FORWARD OBSERVATION PROCEDURES

Provides instruction on the principles and techniques for adjusting supporting arms fire. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

OF-11, UTILITIES

1122A REVERSE OSMOSIS WATER PURIFICATION UNIT

Provides instruction in the operation and maintenance of the Reverse Osmosis Water Purification Unit under both normal and unusual operating conditions. Designed for Pvt-SSgt in MOS 1171.

Study Hours: 23

Reserve Retirement Credits: 8

ACE Credits: MC 1732-0003, 3 hrs-VA

1141A MARINE ELECTRICIAN

Presents the principles of electricity and electrical safety, and describes the tools necessary to perform the duties of the Marine electrician. Includes electrical equipment topics such as generators, the dummy load, the flood light unit, and the mobile electric power distribution system (MEPDS). Designed for Pvt-SSgt in MOS 1141.

Study Hours: 18

Reserve Retirement Credits: 6

1142B SOLID-STATE DEVICES

Provides instruction on semiconductor diodes, transistors, special devices, and solid-state power supplies that relate to the electrical field. Designed for Cpl-SSgt in MOS 1142.

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: MC 1715-0132, 2 hrs-BALL
3 hrs-VA

1143 INTERIOR WIRING

Provides instruction in safety, circuits, power sources, techniques of electrical wiring, and hookup procedures. Designed for Pvt-SSgt in MOS 1141.

Study Hours: 19

Reserve Retirement Credits: 6

ACE Credits: MC 1601-0033, 6 hrs-VA,
2 hrs-BALL

1161 FUNDAMENTALS OF REFRIGERATION

Provides instruction on the fundamentals of refrigeration, refrigerants and lubricants, refrigeration controls, and air conditioning methods. Designed for Pvt-SSgt in MOS 1161.

Study Hours: 26
Reserve Retirement Credits: 9
ACE Credits: MC 1730-0005, 3 hrs-VA

1169 UTILITIES OFFICER/CHIEF

Provides instruction in several diverse topics related to the duties of a utilities officer/chief. The topics include electrical principles, power distribution systems, refrigeration principles and troubleshooting, water purification, and camp hygiene. Designed for SSgt-WO in occupational field 11.

Study Hours: 34
Reserve Retirement Credits: 11
ACE Credits: MC 1710-0048, 3 hrs BALL

OF-13, ENGINEER, CONSTRUCTION, AND EQUIPMENT

1320A FUNDAMENTALS OF DIESEL ENGINES (WEB)

Web-based version of MCI 1335C, *Fundamentals of Diesel Engines*, available in LRCs. Provides basic instruction on diesel engine function and repair. Covers basic principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. MARTest is available for this course.

Study Hours: 4
Reserve Retirement Credits: 1

1328E ENGINEER EQUIPMENT CHIEF

Provides instruction to all Marines having supervisory leadership duties in the engineering field. This course also discusses engineer equipment estimations and project planning for equipment operations. This course is designed for Marines in the ranks of SSgt-MGySgt who are assigned the MOS of 1316, 1341, 1345, 1349, 1391.

Study Hours: 21
Reserve Retirement Credits: 7

1330A BASIC SHOP FUNDAMENTALS FOR MECHANICS

Provides instruction to all Marines having duties as a mechanic. Covers the use and maintenance of standard tools found in the general mechanic's toolbox used in the Marine Corps. Also addresses basic shop operations, shop safety, fire prevention, and hazardous materials. Designed for Marines in the ranks of Pvt-LCpl within MOSs 1100, 1300, and 3500.

Study Hours: 12
Reserve Retirement Credits: 4

1332G METAL WORKING AND WELDING OPERATIONS

Provides instruction on operating and maintaining welding equipment and sheet metal machines. Covers the welding process, identifying metals, heat treatment of metals and alloys, and repairing and restoring damaged sheet metal and equipment. Designed for Pvt-Cpl in MOSs 1316, 2161, and 3513.

Study Hours: 21
Reserve Retirement Credits: 7
ACE Credits: MC 1723-0008, 3 hrs-BALL

1334H MATH FOR MARINES

Provides a math review. Includes negative and positive numbers, solving simple algebraic equations and word problems, and finding square roots. Covers formulas for finding areas and volumes of basic geometric shapes and explains the Pythagorean right triangle theorem. Also presents the history and principles behind each subject. Designed for all Marines. MARTest is available for this course.

Study Hours: 22
Reserve Retirement Credits: 7
ACE Credits: MC 1107-0001, 3 hrs-VA

1335C FUNDAMENTALS OF DIESEL ENGINES

Provides basic instruction on diesel engine function and repair. Covers basic fuel principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. MARTest is available for this course.

Study Hours: 4
Reserve Retirement Credits: 1
ACE Credits: MC 1712-0006, 2 hrs-BALL

1343 DIESEL ENGINE MAINTENANCE AND TROUBLESHOOTING

Provides the Marine mechanic an updated refresher training on maintenance, troubleshooting problems, and procedures for seven diesel engines. Includes three handbooks on troubleshooting logic. Designed for Cpl-SSgt in MOS 1341.

Study Hours: 18
Reserve Retirement Credits: 6
ACE Credits: MC 1712-0007, 3 hrs-VA

1344C CONSTRUCTION PRINT READING

Provides fundamental instruction in reading construction drawings and bills of material. Covers basic blueprints from architectural to utilities drawings. Designed for all Marines in the 11, 13, and 14 occupational fields.

Study Hours: 20
Reserve Retirement Credits: 7
ACE Credits: MC 1601-0041, 3 hrs BALL

1373 BASIC ENGINEER: COMBAT OPERATIONS

Provides instruction on landmine warfare, demolitions, field fortifications, and camouflage. Particularly useful for Marines assigned to combat engineer battalions. Designed for Pvt-LCpl in MOSs 1371 and 1345, but is useful to all combat and combat support Marines.

Study Hours: 13
Reserve Retirement Credits: 4

1391A BULK FUEL SPECIALIST

Provides instruction in the four fundamentals of bulk fuel equipment and its employment, stressing safety guidelines, bulk fuel equipment, maintenance of hardware, and bulk fuel systems. Includes comprehensive instruction on arm and hand signals and an overview of external cargo loading. Introduces the employment of SIXCON tank modules. Designed for Pvt-Cpl in MOS 1391.

Study Hours: 11
Reserve Retirement Credit: 4

OF-18, TANK AND ASSAULT AMPHIBIAN VEHICLE

1831B FIELD OPERATION AND EMPLOYMENT OF THE ASSAULT AMPHIBIAN VEHICLE

Provides instruction on land, in water, and special operations with the AAV, camouflage techniques, and overcoming obstacles. Emphasizes the basic principles of fire distribution and control of AAV weapons. Designed for Pvt-SSgt in MOS 1833.

Study Hours: 18
Reserve Retirement Credits: 6

1833B ASSAULT AMPHIBIAN CREWMAN FUNCTIONS

Provides instruction on the organization of the AAV battalion. Covers vehicle starting and operating procedures, crew duties, vehicle maintenance, and auxiliary equipment. Designed for Pvt-SSgt in MOS 1833.

Study Hours: 12
Reserve Retirement Credits: 4

1834C THE AAVP7A1 LOGBOOK AND COMMUNICATIONS

Provides instruction on the use and maintenance of the Ordnance Vehicle Logbook, communication with both visual signals and the vehicle communications system. Includes the use of SINGCARS radio sets installed in the AAVP7A1 in both single channel and frequency hopping modes. Designed for Pvt-Sgt who have duties requiring them to operate as a Marine assault amphibian crewman.

Study Hours: 9
Reserve Retirement Credits: 3

1843A OPERATING THE M1A1 TANK

Provides instruction on the before-, during-, and after- operation checks. Includes an introduction to the driver's compartment and the techniques of driving in various types of terrain. Designed for all tankers.

Study Hours: 12

Reserve Retirement Credits: 4

1844 M1A1 ARMAMENT AND AMMUNITION

Provides instruction on the different types of weapons and ammunition used on the M1A1 tank. Designed for all tankers.

Study Hours: 15

Reserve Retirement Credits: 5

1846 TANK GUNNERY/DIRECT FIRE PROCEDURES (M1A1)

Provides instruction in the principles of acquiring and determining ranges to targets, issuing and responding to fire commands, and engaging targets with machineguns. Discusses operating and troubleshooting the fire control system. Designed for Pvt-Maj in MOS 1802 or 1812.

Study Hours: 7

Reserve Retirement Credits: 2

1851 OPERATION OF THE UPGUNNED WEAPONS STATION

Provides instruction in operational checks, weapons installation, ammunition loading, boresighting, aiming, firing, and immediate action for the Upgunned Weapons Station on the AAVP7A1. Designed for Pvt-Sgt in MOS 1833.

Study Hours: 12

Reserve Retirement Credits: 4

OF-21, ORDNANCE

2124F ARMORY PROCEDURES

Provides instruction in armory security, armory forms, armory management, and the armorer's tools. Designed for all Marines who are required to work in an armory.

Study Hours: 6

Reserve Retirement Credits: 2

2135 INSPECTION AND REPAIR OF THE M9 PISTOL

Provides instruction in performing any type of inspection and repair on the M9 pistol. Covers technical inspection to identify defects in the weapon. Emphasizes repair procedures to return the pistol to serviceable condition. Designed for Pvt-Sgt in MOS 2111.

Study Hours: 8

Reserve Retirement Credits: 3

OF-25, OPERATIONAL COMMUNICATIONS

2515G ANTENNA CONSTRUCTION AND PROPAGATION OF RADIO WAVES

Provides instruction on radio wave theory, antenna construction, and Electromagnetic Compatibility Analysis Center (ECAC) services. Designed for Pvt-GySgt in the 25 and 28 occupational fields.

Study Hours: 11

Reserve Retirement Credits: 4

ACE Credits: MC 1715-0136, 1 hr-VA

2525A COMMUNICATIONS SECURITY

Provides instruction on the purposes, responsibilities, and components of communications security. Discusses the principles of transmission and physical and cryptographic security. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

2526B INTRODUCTION TO ELECTRONIC WARFARE

Provides a source of information and instruction on electronic warfare. Emphasizes the responsibilities of the command, enemy electronic threat, and the means for countering the enemy threat. Designed for Pvt-SSgt in all MOSs.

Study Hours: 14

Reserve Retirement Credits: 5

2532E HF/UHF FIELD RADIO EQUIPMENT

Provides instruction to all Marines who operate the AN/PRC-104, AN/MRC-138A, AN/GRC-193, AN/PRC-113(V)3, and the AN/VRC-83(V)2 radio sets. Also includes the AN/PRC-113(V)3 and AN/VRC-83(V)2 Programming Guide.

Study Hours: 15

Reserve Retirement Credits: 5

2538A SINGLE CHANNEL GROUND AIRBORNE RADIO SYSTEM (SINGARS) (AN/PRC-119)

Provides instruction to all Marines who operate the SINGARS radio. Emphasizes how to install and operate the radio in either single channel or frequency hopping mode. Designed for Pvt-LCpl in any MOS. This course was extensively revised and includes an interactive courseware 3.5-inch disk-based package.

System Requirements: This course is a computer-based training program. The student must have access to an IBM-compatible personal computer using any DOS version with a 3.5-inch drive.

Study Hours: 16

Reserve Retirement Credits: 5

2540 COMMUNICATIONS PLANS AND ORDERS

Provides information about the organization and employment of the MAGTF and its relation to communications planning. Provides instruction on the organization and employment of USMC command and control systems, planning routine communications support, combat plans and orders including paragraph 5 of the operation order, communications estimates, and Annex K. Designed for Sgt-MGySgt in the 25 occupational field.

Study Hours: 21

Reserve Retirement Credits: 7

2551D FIELD WIRE EQUIPMENT AND PROCEDURES

Provides instruction in using various telephone systems. Describes construction procedures to include splices, ties, climbing field telephone poles, and waterproofing. Designed for Pvt-Sgt in MOSs 2512 and 2513.

Study Hours: 15

Reserve Retirement Credits: 5

2552C FIELD SWITCHBOARDS - INSTALLATION AND OPERATION

Provides instruction on installing, operating, and maintaining the SB-22 and SB-3614 tactical switchboards and the SB-4097 and SB-3659 patching panels. Designed for Pvt-LCpl in MOS 2512.

Study Hours: 10

Reserve Retirement Credits: 3

2563 ENCRYPTION/DECRYPTION DEVICE (TSEC/KY-99A) OPERATIONS COURSE (CD)

Provides instruction on the description and use of the TSEC/KY-99A; it teaches connection of the device to compatible radio equipment, performing a cold-start, and loading additional cryptographic fills. Designed for Pvt-Sgt in MOS 2531/0621, Field Radio Operator. This course can also be useful to units/commands that desire to enhance the communications abilities of their noncommunications MOS personnel.

Study Hours: 3

Reserve Retirement Credits: 1

2566 ANALOG SWITCHBOARD (SB-3614) OPERATIONS COURSE (CD)

Provides instruction on the description and use of the SB-3614; it teaches installation, programming, operation, and maintenance of the switchboard and associated equipment (e.g., power supplies, telephones). Designed for Pvt-Sgt in MOS 2512/0612, Field Wireman. This course can also be useful to units/commands that desire to enhance the communications abilities of their noncommunications MOS personnel.

Study Hours: 8

Reserve Retirement Credits: 3

**2567 REMOTE MULTIPLEXER-COMBINER
(TD-1234) OPERATIONS COURSE (CD)**

Provides instruction on the description and use of the TD-1234; it teaches installation and operation of the RMC device and associated equipment (e.g., power supplies, switches, telephones). Designed for Pvt-Sgt in the 2500/0600 military occupational field. This course can also be useful to units/commands that desire to enhance the communications abilities of their noncommunications MOS personnel.

Study Hours: 3
Reserve Retirement Credits: 1

**2568 DATA TRANSFER DEVICE (AN/
CYZ-10) OPERATIONS COURSE (CD)**

Provides instruction on the description and use of the AN/CYZ-10; it teaches battery installation, and selection and transfer of secure data. Designed for Pvt-Sgt in MOS 2531/0621, Field Radio Operator. This course can also be useful to units/commands that desire to enhance the communications abilities of their noncommunications MOS personnel.

Study Hours: 3
Reserve Retirement Credits: 1

***OF-28, DATA/COMMUNICATIONS
MAINTENANCE***

**2820 ELECTRONIC MATHEMATICS FOR
MARINES**

Provides foundation in advanced algebraic mathematics to prepare Marines for studies at the senior progression schools in the electronics maintenance and engineer occupational fields. Although not a requirement, it is recommended that students take MCI 13.34, *Math for Marines*, or have the equivalent knowledge before enrolling in this course.

Study Hours: 32
Reserve Retirement Credits: 11

**286G FUNDAMENTALS OF DIGITAL
LOGIC**

Provides instruction on binary arithmetic and Boolean algebra. Discusses non-logic and transistor logic circuits. Designed for PFC-LCpl in the 28, 59, and 66 occupational fields.

Study Hours: 10
Reserve Retirement Credits: 3
ACE Credits: MC 1715-0131, 2 hrs-BALL

287 INTRODUCTION TO TEST EQUIPMENT

Provides instruction in the fundamentals needed to accurately perform measurements with test equipment. Covers the administration of test equipment assets. Designed for Pvt-Sgt who use diagnostic test equipment to perform their regular duties.

Study Hours: 3
Reserve Retirement Credits: 1
ACE Credits: MC 1715-0129, 2 hrs-VA

***OF-30, SUPPLY, ADMINISTRATION, AND
OPERATIONS***

301N BASIC WAREHOUSING

Provides instruction on the missions of storage activities, types of supply units, and storage facilities. Covers proper stock locations, material-handling procedures, and field-warehousing operations. Designed for Pvt-Sgt in MOSs 3043, 3051, and 3052.

Study Hours: 14
Reserve Retirement Credits: 5
ACE Credits: MC 1405-0046, 1 hr-BALL

303H WAREHOUSING OPERATIONS

Provides instruction in the fundamentals for laying out storage areas for various commodities and for computing storage space and material-handling equipment requirements. Covers procedures used in preserving, packaging, packing, and marking military supplies and equipment. Designed for Cpl-SSgt in MOS 3051 and 3052.

Study Hours: 22
Reserve Retirement Credits: 7
ACE Credits: MC 1405-0021 2 hrs-VA, 2 hrs-BA
or 3 hrs-BA with course 30.1

OF-33, FOOD SERVICE

3316E BASIC NUTRITION

Covers the essentials of nutrients, carbohydrates, fats, proteins, vitamins, minerals, and water. Especially useful for individuals on weight control or military appearance programs. Includes a physical fitness package. Designed for all Marines. MARTest is available for this course.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1729-0041, 1 hr-BA

3333 THE RESERVE FIELD FOOD SERVICE SUPERVISOR

Provides the reserve Marine food service supervisor with knowledge of food service principles and practices used to supervise a field mess. Covers proper procedures for planning, setting up, operating, and breaking down a field mess operation. Discusses the various administrative forms required while operating a field mess. Designed for LCpl-MGySgt in MOSs 3361, 3372, and 3381.

Study Hours: 18

Reserve Retirement Credits: 6

ACE Credits: MC 1729-0042, 1 hr-BALL

334L FOOD SERVICE FUNDAMENTALS

Provides basic instructions in sanitation, personal hygiene, food-borne illnesses, and the proper use and handling of food service equipment. Designed for Pvt-LCpl in MOS 3381.

Study Hours: 18

Reserve Retirement Credit: 6

OF-34, AUDITING, FINANCE, AND ACCOUNTING

3410A INTRODUCTION TO MARINE CORPS ACCOUNTING

Provides instruction on the accounting methods and procedures the Marine Corps uses for tracking all equipment. Designed for Pvt-Cpl in MOS 3451.

Study Hours: 14

Reserve Retirement Credits: 5

ACE Credits: MC 1401-0004, 1 hr-VA

3412 FIELD BUDGET FORMULATION

Provides instruction in formulating field budgets. Covers budget methodology, reports, forms on operation and maintenance, and Marine Corps appropriation. Designed for Pvt-Sgt in MOS 3451.

Study Hours: 21

Reserve Retirement Credits: 7

ACE Credits: MC 1401-0011, 1 hr-BALL

3414 FINANCIAL MANAGEMENT

Provides instruction for officers and staff noncommissioned officers who have been away from the financial management field or who are laterally transferring into MOSs 3404, 3406, 3408 or 3451. Designed for SSgt-Capt

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: MC 1401-0012, 1 hr-BALL

3420E PERSONAL FINANCIAL MANAGEMENT

Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking and savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for all Pvt-MSgt in all MOSs. MARTest is available for this course.

Study Hours: 7

Reserve Retirement Credits: 2

3422A BASIC PAY AND ALLOWANCES

Designed to aid the Marine in auditing authorized allowances and deductions for pay purposes. This course is based on DODFMR 7000.14R, Department of Defense Financial Management Regulations: Military Pay, Policy, and Procedures, Volume 7, dated 1996. Designed for Pvt-Sgt who are assigned duties as disbursing clerks or in an allied field, such as command, administrative, or career counselors. MARTest is available.

Study Hours: 20

Reserve Retirement Credits: 7

ACE Credits: Under review

3425A PERSONAL FINANCIAL MANAGEMENT (CD)

CD-based version of MCI 3420E, *Personal Financial Management*. Designed to assist Marines in planning for their personal financial management. Includes Servicemen's Group Life Insurance (SGLI) and Veteran's Group Life Insurance (VGLI); military retirement; budget formation and management; choosing financial institutions; check writing, recording, and reconciliation; opening and maintaining checking accounts; obtaining loans; credit guidelines; and other pertinent subjects. Designed for Pvt-MSgt in all MOSs. MARTest is available for this course.

Study Hours: 7
Reserve Retirement Credits: 2

3426A PERSONAL FINANCIAL MANAGEMENT (WEB)

Web-based version of MCI 3420E, *Personal Financial Management*, available in LRCs. Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking, and savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for all Pvt-MSgt in all MOSs. MARTest is available for this course.

Study Hours: 7
Reserve Retirement Credits: 2

OF-35, MOTOR TRANSPORT

3503 MOTOR TRANSPORT NCO: COMBAT OPERATIONS

Provides Marines with basic motor transport combat operations skills. Enhances skill and knowledge for performing expeditionary and convoy operations. Addresses administration, technical requirements, and field expedient maintenance of motor transport vehicles in a combat environment. Designed for Cpl-Sgt in the 35 occupational field.

Study Hours: 11
Reserve Retirement Credits: 4

3513B COOLING AND LUBRICATION SYSTEM MAINTENANCE

Provides instruction on the diagnosis, maintenance, and repair of cooling and lubricating systems and their components. Designed for Pvt-Sgt in MOS 3521.

Study Hours: 12
Reserve Retirement Credits: 4
ACE Credits: MC 1703-0032, 2 hr-BALL

3515B AUTOMOTIVE BRAKE SYSTEM

Provides instruction in the proper function and repair of automotive hydraulic, air, power, and auxiliary brake systems. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 11
Reserve Retirement Credits: 4
ACE Credit: MC 1703-0033, 2 hr BALL

3520 ADMINISTRATOR COURSE FOR TROUBLESHOOTING THE M998 ELECTRICAL SYSTEM

Trains students to become course administrators for MCI course 3521. To successfully complete this course, the student is required to perform the tests and then administer the tests to another individual. This course develops the skills needed to effectively troubleshoot the electrical system of the M998 HMMWV. It consists of two booklets, 3521 (student booklet) and 3522 (evaluation guide). Designed for Sgts and above in the motor transportation (MT) maintenance field.

Prerequisite: Student's primary MOS must be a MT maintenance MOS. The student must be filling a MT maintenance billet. There is a minimum requirement of 6 months of remaining obligated service or remaining time on station to allow for sufficient time to complete the course. The student is disenrolled if the course is not completed before transfer. A Course Manager, a Course Administrator, and the following equipment must be available:

1. TM 9-2320-280-20-1
2. TM 9-2320-280-20-2
3. General mechanic's toolbox
4. Droplight/flashlight
5. STE/ICE - R
6. Drive belt tension gauge
7. Multimeter
8. M998 HMMWV
9. Creeper

Note: It is suggested, if possible, that two students be assigned at the same time to take the course. It is the course administrator's responsibility to ensure the student is supplied with the required equipment and to evaluate the student during testing. However, this responsibility is placed on the Course Manager (motor transport officer/commanding officer) during the initial assignment of Course Administrators.

Course Administration: This course is administered and tested differently from other MCI courses. Consisting of six modules, the student actually performs required tasks as instructed in the self-paced dialogue. Once the student feels confident with his performance, he or she informs the assigned Course Manager and requests to be tested. The Course Manager is responsible for reporting the results to MCI.

Study Hours: 18
Reserve Retirement Credits: 6

3521 TROUBLESHOOTING THE M998 ELECTRICAL SYSTEM

Provides the skills needed to effectively troubleshoot the electrical system of the M998 HMMWV. Consists of modules containing self-instructional dialogues and performance tests. The student is required to troubleshoot simulated faults on an M998 using the technical manual and the appropriate test equipment. Designed for Sgts and below in the Motor Transportation (MT) maintenance field.

Prerequisite: Student's primary MOS must be a MT maintenance MOS. The student must be filling a MT maintenance billet or working on-the-job training (OJT) at a maintenance shop awaiting orders to school. There is a minimum requirement of 6 months of remaining obligated service or remaining time on station to ensure sufficient time for the student to complete the course. The student is disenrolled if the course is not completed before transfer. A Course Manager, a Course Administrator, and the following equipment must be available:

1. TM 9-2320-280-20-1
2. TM 9-2320-280-20-2
3. General mechanic's toolbox
4. Droplight/flashlight
5. STE/ICE - R
6. Drive belt tension gauge
7. Multimeter
8. M998 HMMWV
9. Creeper

Note: It is the Course Administrator's responsibility to obtain the required equipment.

Course Administration: This course is administered and tested differently from other MCI courses. Consisting of six modules, the student actually performs required tasks as instructed in the self-paced dialogue. Once the student feels confident with his performance, he or she informs the assigned Course Administrator and requests to be tested. Testing consists of the Course Administrator guiding and evaluating the student through a series of practical application performance tests. Upon completion of each module, the Course Administrator informs the student of his pass/fail grade. A passing grade enables the student to begin the next module. A failing grade gives the student the option to recycle or disenroll. The Courses Administrator and Manager are responsible for reporting the results to MCI.

Study Hours: 18
Reserve Retirement Credits: 6

3525B AUTOMOTIVE FUEL AND EXHAUST SYSTEMS

Provides basic instruction in fuel and exhaust systems. Includes maintenance and repair information with specific emphasis on the diesel fuel injection, GM distributor systems, and troubleshooting guides. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 14
Reserve Retirement Credits: 5
ACE Credits: MC 1703-0031, 2 hrs-BALL

3530 INCIDENTAL MOTOR VEHICLE OPERATOR

Provides information on the characteristics and operation of motor transport equipment, the proper use of forms and publications, and the procedures for performing preventive maintenance, and operator responsibilities. Designed for Pvt-Sgt in MOS 3531 but opened to all Marines assigned as vehicle operators. MARTest is available for this course.

Study Hours: 9
Reserve Retirement Credits: 3

3532A INCIDENTAL MOTOR VEHICLE OPERATOR (CD)

CD-based interactive courseware version of MCI 3530, *Incidental Motor Vehicle Operator*. Provides information on the characteristics and operation of motor transport equipment, the proper use of forms and publications, and the procedures for performing preventive maintenance, and operator responsibilities. Designed for Pvt-Sgt in MOS 3531 but opened to all Marines assigned as vehicle operators. MARTest is available for this course.

Study Hours: 9
Reserve Retirement Credit: 3

3535A INCIDENTAL MOTOR VEHICLE OPERATOR (WEB)

Web-based version of MCI 3530, *Incidental Motor Vehicle Operator*, available in LRCs. Provides information on the characteristics and operation of motor transport equipment, the proper use of forms and publications, the procedures for performing preventive maintenance, and operator responsibilities. Designed for Pvt-Sgt in MOS 3531 but opened to all Marines assigned as vehicle operators. MARTest is available for this course.

Study Hours: 9
Reserve Retirement Credit: 3

3538B DISPATCHING PROCEDURES FOR MOTOR TRANSPORT

Provides instruction in the proper procedures for dispatching tactical and commercial vehicles. Discusses various forms used to dispatch vehicles. Designed for Pvt-Sgt in the 35 occupational field.

Study Hours: 9
Reserve Retirement Credits: 3

3580A AUTOMOTIVE ENGINE MAINTENANCE AND REPAIR

Introduces the skills and knowledge required to repair and maintain the automotive engine. Covers the diagnostic/troubleshooting techniques and the duties associated with inspecting, testing, and servicing the automotive engine. Designed for Marines in the ranks of Pvt-Sgt in MOS 3521. MARTest is available.

Study Hours: 12
Reserve Retirement Credits: 4

359F AUTOMOTIVE POWER TRAINS

Provides instruction in the operation, maintenance, and troubleshooting of power trains and their components. Includes automotive clutches, manual transmissions, transfers, gear types, bearings, sprags, drive shafts, U-joints, axles, and differentials. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 23
Reserve Retirement Credits: 8
ACE Credit: MC 1703-0022, 2 hr BALL

**OF-57, NUCLEAR, BIOLOGICAL, AND
CHEMICAL**

**571 NBC INDIVIDUAL SURVIVAL
MEASURES**

Addresses the fundamentals of survival in an NBC environment. Discusses maintaining survival gear, donning and removing equipment, and sustaining personal combat potential. Emphasizes reacting properly to NBC attacks, locating and identifying contaminated areas, and treating NBC battle casualties. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

**5710 NBC DECONTAMINATION TEAM
OPERATIONS**

Provides instruction in basic decontamination procedures and equipment as well as hasty decontamination and deliberate decontamination operations. Designed for Pvt-Sgt who are assigned as members of a unit's NBC decontamination team.

Study Hours: 12

Reserve Retirement Credits: 4

**5714A NBCD RECONNAISSANCE AND
CONTAMINATION AVOIDANCE**

Replaces MCI 57.9, *Monitor Survey Team Operations*. In addition to monitor survey operations, this course provides detailed instruction in chemical contamination predictions (NBC 1 to NBC 4 reports) and other battalion control center operations. Designed for all Marines in the 5711 MOS and all Marines assigned collateral duties as NBCD personnel in their units.

Study Hours: 12

Reserve Retirement Credits: 4

**OF-58, MILITARY POLICE AND
CORRECTIONS**

581D CORRECTIONS

Provides instruction in brig policy and staff composition, security, contraband, and on the general responsibilities of the corrections specialist. Designed for Pvt-Sgt in MOS 5831 and for on-the-job trainees.

Study Hours: 20

Reserve Retirement Credits: 7

ACE Credits: MC 1728-0009, 2 hrs-BALL

**5812A MILITARY POLICE
INTERVIEW/INTERROGATION
FORMS**

Addresses the rules and regulations for completing interview/interrogation forms used in the Marine Corps. Places emphasis on standardized completion of forms. Places special emphasis on obtaining complete statements through a systematic approach from the interview/interrogation to the completion of each form. Designed for Pvt-GySgt in MOS 5811.

Study Hours: 12

Reserve Retirement Credits: 4

582 CORRECTIONS SUPERVISOR

Provides instruction in job fundamentals of the corrections supervisor. Covers physical security, custody, control, staffing of a ship's brig, and dealing with bomb threats. Designed for Cpl-SSgt working in a brig.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1728-0007, 3 hrs-BALL

OF-60/61, AIRCRAFT MAINTENANCE

6001A AIRCRAFT MAINTENANCE NCO

Provides instruction in the functions of organizational and intermediate maintenance activities. Discusses the publications, records, and forms along with typical OMA operations. Designed for Pvt-Sgt in the 60, 61, 63, 64, and 65 occupational fields.

Study Hours: 10

Reserve Retirement Credits: 3

**602A THEORY AND CONSTRUCTION OF
GAS TURBINE ENGINES**

Provides training on the basic theory of gas turbine engines, turbine engine construction, and engine operation and maintenance. Also discusses turbine engine induction, exhaust, fuel metering, ignition, cooling, and fire protection subsystems. Designed for PFC-Sgt in MOSs 6011, 6018, 6025, 6111, 6118, and 6128.

Study Hours: 19
Reserve Retirement Credits: 6

**605 AVIATION MAINTENANCE
WORKCENTER SUPERVISOR**

Addresses five fundamental areas of responsibility that most workcenter supervisors encounter as they perform their duties: safety-oriented programs, tool and material upkeep procedures, directive programs, personnel management programs, and team player programs. Designed for Cpl-GySgt in the 60 occupational field.

Study Hours: 21
Reserve Retirement Credits: 7

**606A AVIATION QUALITY ASSURANCE
SUPERVISOR**

Provides instruction in quality assurance concept, supervisory responsibilities, audits, inspections, and trend analysis studies conducted within the quality assurance division. Designed for Cpl-GySgt in the 60 and 61 occupational fields.

Study Hours: 17
Reserve Retirement Credits: 6
ACE Credits: MC 1405-0047, 1 hr-BALL

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PROFESSIONAL MILITARY EDUCATION (PME) PROGRAMS

8000 SERGEANTS DISTANCE EDUCATION PROGRAM (SDEP)

PURPOSE

The SDEP is the initial block of enlisted distance professional military education (PME). The curriculum is designed to develop the leadership, communications, and analytical thinking skills necessary to become an effective NCO. Corporals are required to enroll in the SDEP within six months after promotion to corporal. This program is the prerequisite to attend the resident Sergeant's Course.

ELIGIBILITY

USMC - Corporals and above
Other services - E-6 and above

PREREQUISITES

None

AREAS OF STUDY

This program consists of six areas of study: communications skills (6 hours of student effort), leadership (7 hours of student effort), military studies (9 hours of student effort), training management (6 hours of student effort), battle skills (19 hours of student effort), and weapons (17 hours of student effort).

ACE Credits: MC 1408-0027, None

COURSE ADMINISTRATION

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous enlisted PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his or her training NCO. The training NCO gives the textbooks and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

COURSE DEVELOPER: **COMM: (202) 685-7513**
 DSN: 325-7513

8001A BASIC GRAMMAR

Basic Grammar provides instruction on the different parts of speech and how to construct a sentence using proper English grammar.

Study Hours: 6

Reserve Retirement Credits: 2

8002A LEADERSHIP

Leadership teaches the student the fundamentals of leadership.

Study Hours: 7

Reserve Retirement Credits: 2

8003 MILITARY STUDIES

Military Studies presents subjects unique to the military and the Marine Corps. It includes the procedures for conducting non-judicial punishment, drill, uniforms and inspections, and physical fitness training. It also includes an overview of Marine Corps history, customs, and courtesies.

Study Hours: 9

Reserve Retirement Credits: 3

8004 TRAINING MANAGEMENT

Training Management provides an overview of unit training management (UTM), the techniques for oral communication and instruction, and managing an MCI training program.

Study Hours: 6

Reserve Retirement Credits: 2

8005 BATTLE SKILLS

Battle Skills provides the basic fundamentals and techniques necessary to prepare for and conduct combat operations at the squad level. The topics cover information important to Marines of all military occupational specialties.

Study Hours: 19

Reserve Retirement Credits: 6

8006A WEAPONS

Weapons present detailed, technical instruction on the characteristics and operations of some of the most common small arms found in the Marine Corps arsenal.

Study Hours: 17

Reserve Retirement Credits: 6

7100
STAFF NONCOMMISSIONED OFFICERS CAREER DISTANCE EDUCATION PROGRAM
(SNCOCDEP)

PURPOSE

The SNCOCDEP builds on the SDEP curriculum with the specific purpose of developing effective Marine SNCOs. The course emphasizes leadership and the basic mechanics of training management. Sergeants are required to enroll in this program within 6 months of completing the resident Sergeants Course. Completion of this program is the prerequisite to attend the resident SNCO Career Course.

ELIGIBILITY

USMC - Sergeants and above
Other services - E6 and above

PREREQUISITE

Marine sergeants must have successfully completed the SDEP and the resident Sergeant's Course.

AREAS OF STUDY

This program consists of three primary areas of study: general subjects (28 hours of student effort), leadership and training (48 hours of student effort), and administration (13 hours of student effort).

COURSE ADMINISTRATION

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous enlisted PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering and grading the student's examination and reporting the results to MCI for posting. Detailed instructions are contained in each text and examination package.

COURSE DEVELOPER: **COMM: (202) 685-7513**
 DSN: 325-7513

7103 TACTICAL COMMUNICATIONS

Provides basic information on message drafting plans and orders, radio and radiotelephone procedures, communications security, and equipment and communications for command posts.

Study Hours: 12

Reserve Retirement Credits: 4

7104F PERSONNEL ADMINISTRATION

Provides instruction on the Marine Corps directives system, individual and unit records, military pay, travel orders, evaluation procedures, types of discharges, naval correspondence, awards, educational opportunities, promotion, and personal financial management.

Study Hours: 13

Reserve Retirement Credits: 4

7105F MILITARY JUSTICE

Discusses elements of offense, searches and seizures, investigations and reports, courts-martial, and Articles 15 and 31 of the Uniform Code of Military Justice (UCMJ).

Study Hours: 11

Reserve Retirement Credits: 4

7106B LEADERSHIP

Presents the principles, traits, and indicators of leadership including the chain of command, the considerations and steps in setting unit tasks and standards, and the factors influencing motivation for better performances. Discusses balancing rewards and punishments, correlating performances with motivation and ability, recognizing problem areas, and identifying personal problems and their causes. Also discusses methods of identifying, evaluating, and selecting solutions, using referral agencies, and assisting subordinates in finding their own solutions.

Study Hours: 10

Reserve Retirement Credits: 3

7107C MILITARY TRAINING

Provides instruction on the basic mechanics of training management including guidance, programming, and the principles of scheduling. Presents the fundamental aspects of physical training including strength and endurance training and the considerations involved in developing a physical training program. Also presents the essential techniques and principles of military instruction, voice and mannerisms, learning objectives, learning activities, and lesson plans.

Study Hours: 11

Reserve Retirement Credits: 4

7108E DRILLS, CEREMONIES, UNIFORM REGULATIONS, AND INSPECTIONS

Provides instruction on platoon and company level drill, parades and ceremonies, uniform regulations, and the background and objectives of inspections in the Marine Corps.

Study Hours: 11

Reserve Retirement Credits: 4

7109B MARINE CORPS HISTORY AND TRADITIONS

Provides a general overview of U.S. Marine Corps history, traditions, terms, and phrases. The material emphasizes the combat achievements of the Marine Corps.

Study Hours: 6

Reserve Retirement Credits: 2

7110 OPERATIONS

Provides insight into the organization of the Marine Corps and the role it plays within the Department of Defense (DOD). Introduces the Marine Air-Ground Task Force (MAGTF), basic principles of amphibious operations, threat capabilities, and terrorism.

Study Hours: 15

Reserve Retirement Credits: 5

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7200
STAFF NONCOMMISSIONED OFFICERS ADVANCED DISTANCE EDUCATION PROGRAM
(SNCOADEP)

PURPOSE

The SNCOADEP builds on the SNCOCDEP curriculum with the specific purpose of developing the senior SNCO's ability to manage company level unit training responsibilities. Content of this program is broader in scope than the career course and provides a more advanced level of professional military education. Staff sergeants are required to enroll in this program within 6 months of completing the resident SNCO Career Course. This program is the prerequisite for gunnery sergeants and gunnery sergeants selects to attend the resident SNCO Advanced Course.

ELIGIBILITY

Staff sergeants and above

PREREQUISITE

Staff sergeants must have successfully completed the SNCOCDEP and the resident SNCO Career Course.

AREAS OF STUDY

This program consists of four areas of study: physical training management (4 hours of student effort); drill, ceremonies, inspections, and awards (8 hours of student effort); military justice (10 hours of student effort); and administration (9.5 hours of student effort).

COURSE ADMINISTRATION

The courses in this program are tested by machine-graded, multiple choice examinations. The examinations are at the end of each text. These examinations are not proctored. When the student finishes studying the text, they will complete the examination using the multiple choice answer sheets provided. The training NCO is responsible for mailing the answer sheet and examination to MCI for grading.

ACE Credits: MC 1408-0028, None

COURSE DEVELOPER: **COMM: (202) 685-7513**
 DSN: 325-7513

7201A PHYSICAL TRAINING MANAGEMENT

Provides instruction on developing and maintaining a physical fitness program for a company-sized unit and for individuals. Includes information on the phases and principles of physical conditioning, nutrition, and maintenance programs. Discusses the types of exercises, organization of a physical training period, physical fitness testing, and remedial programs.

Study Hours: 5

Reserve Retirement Credits: 2

7202A DRILL, CEREMONIES, INSPECTIONS, AND AWARDS

Provides instruction on company and battalion drill including commands, formations, ceremonies, parades, awards, sword manual, and individual positions in various formations. Discusses the types of clothing maintenance allowances, uniform fit and maintenance, grooming standards, inspection procedures, and mess night procedures.

Study Hours: 8

Reserve Retirement Credits: 3

7203A MILITARY JUSTICE

Provides an introduction to military law, an overview of the military court system, and the use of the *Manual for Courts-martial*. Discusses Article 31 rights, preliminary inquiry, search and seizure, and probable cause. Also discusses non-judicial punishment procedures, the rights of the accused at non-judicial punishment, and the appeal of punishment.

Study Hours: 10

Reserve Retirement Credits: 3

7205 ADMINISTRATION

Covers consolidated administration, the Marine Corps directives system, naval correspondence including formats of standard and business letters, AA forms, and various memoranda. Covers performance evaluation procedures, information on separations, and individual records including SRB/OQR, the ROS, DD Form 4, etc. Also covers JUMPS/MMS, the UCMJ, the enlisted promotion system, and military pay and allowances.

Study Hours: 9.5

Reserve Retirement Credits: 3

7400
WARFIGHTING SKILLS PROGRAM (WAFSKIP)

PURPOSE

This program teaches Marine Corps warfighting doctrine and its application at the small unit level. The program focuses on infantry tactics and techniques and their application in problem-solving exercises. WAFSKIP also includes instruction in tactical fundamentals, combat techniques, fire support, combined arms warfare, and combat leadership. Gunnery sergeants are required to enroll in this program once they have completed the SNCOADEP. Completion of WAFSKIP is required for promotion to first sergeant or master sergeant. Warrant officers and warrant officers-2 are required to enroll once they have completed the Warrant Officer Basic Course.

ELIGIBILITY

International officers. See page 7 for enrollment directions.

Federal government employees (GS-11 and above). See page 7 for enrollment directions.

PREREQUISITE

Commissioned officers - Completion of TBS and MOS School

Warrant officers - Completion of Warrant Officer Basic Course

Marine staff sergeants – Completion of SNCOCDEP and SNCOADEP

AREAS OF STUDY

This program consists of five areas of study: introduction to warfighting (12 hours of student effort), small unit tactical problems (9 hours of student effort), combat techniques (9 hours of student effort), Marine Corps leadership (18 hours of student effort), and combined arms (6 hours of student effort).

COURSE ADMINISTRATION

The courses in this program are administered and tested differently from most MCI courses. Most MCI courses are tested by machine-graded, multiple-choice examinations; the course examinations in this program use essay/problem-solving questions.

When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student should take his or her program materials to their training NCO. The training NCO gives the text to the student and the examination package to the student's commanding officer or designated representative. The commanding officer (or designated representative) is responsible for administering and grading the student's examination and reporting the results to MCI for posting. Detailed instructions are included in each text and examination package.

Note: Marine Corps students in the Individual Ready Reserve (IRR) and students from other services now enroll in the 7400 *Warfighting Skills Program* in the same manner as Marines on active duty and on active reserve. Upon completion of the 7400 courses, those students from either the IRR or other services must send their answer sheets and essays for the end-of-course examination to MCI for grading.

ACE Credits: MC 2204-0112, 2 hrs-BALL
Area of study-Military Studies

COURSE DEVELOPER: **COMM: (202) 685-7513**
DSN: 325-7513

7401A INTRODUCTION TO WARFIGHTING

Introduces the theory, nature, and levels of war. Tracks the development of modern warfare tactics. Covers maneuver warfare concepts and their application. Discusses how to educate and train subordinates in tactics.

Study Hours: 12

Reserve Retirement Credits: 4

7402A SMALL UNIT TACTICAL PROBLEMS

Given tactical situations, the student is required to plan and write orders. Discusses mission tactics, focus of effort, reserves, the concept of combined arms, and the relationship between attacking and defending.

Study Hours: 9

Reserve Retirement Credits: 3

7403B COMBAT TECHNIQUES

Explores means for developing both combat and leadership techniques. Provides the techniques for tactical unit movement, offensive and defensive operations, and gives methods for training subordinates in these techniques.

Study Hours: 9

Reserve Retirement Credits: 3

7404A MARINE CORPS LEADERSHIP

Defines leadership and examines the challenges of leadership in both peace and war. Discusses leadership techniques and the qualities an individual needs to become a successful leader.

Study Hours: 18

Reserve Retirement Credits: 6

7405A COMBINED ARMS

Provides fire support fundamental concepts. Discusses principles for combined arms operations.

Study Hours: 6

Reserve Retirement Credits: 2

8500-8600
AMPHIBIOUS WARFARE SCHOOL DISTANCE EDUCATION PROGRAM
(AWSDEP)

PURPOSE

The AWSDEP is the distance education program for captains required by MCO P1553.4. It is designed as the "keystone PME" to prepare company-grade officers to lead the Marine Corps into the 21st century. Captain (selects) must enroll in this program within 30 days of selection. Captains must complete Phase One and Two of AWSDEP or complete Phase One of AWSDEP and a career-level school to complete their PME requirements.

The MCI AWSDEP (8500-8600) distance education curriculum has been developed to "parallel" the AWS resident curriculum as much as possible. The 8500-8600 programs develops MAGTF officers who, regardless of MOS, fully understand the unique capabilities of MAGTFs and can plan for the use of MAGTFs at the tactical level of war.

Specifically, the AWSDEP 8500-8600 series provides career-level PME with emphasis on warfighting skills, tactical decision making, combined arms operations, and MAGTFs in expeditionary operations and operations other than war.

ELIGIBILITY

AWSDEP is open to warrant officers and above (active and reserve). Staff Noncommissioned Officers who have completed all enlisted PME programs and the Warfighting Skills program are also eligible to enroll in AWSDEP.

Other services - 03 selects and above. See page 7 for enrollment directions.

International officers - 03 selects and above. See page 7 for enrollment directions.

Federal government employees - GS-11 and above. See page 7 for enrollment directions.

PREREQUISITE

Completion of the Warfighting Skills Program (7400) for warrant officers, and completion of all enlisted PME programs and WAFSKIP for SNCOs is a prerequisite for enrollment into the AWSNP (8500/8600). The AWSDEP is divided into two phases. Successful completion of Phase One is a prerequisite for Phase Two:

Phase One (8500 series): This is a two-course program. Phase One is required for all chief warrant officers -3 and captains who have not previously completed the resident or nonresident career-level PME and is a prerequisite for Phase Two. Lieutenants may enroll in the AWSDEP Phase One 8500. Completion of Phase One is required for captains who attend sister service PME programs.

Phase Two (8600 series): This is a four-course program. Phase Two is required for all captains who have not previously attended the resident AWS course, the *Command and Control Systems Course*, or any career-level resident programs of another service or country. (Officers enrolled in Phase Two who are later selected to attend a resident career-level PME program will, upon request, be administratively disenrolled without prejudice from the AWSDEP.)

AREAS OF STUDY

Phase One: Designed to provide an officer with the foundation of the Marine Corps' warfighting doctrine as outlined by MCDP-1 *Warfighting*. Phase One also includes the concepts and procedures for the command and control of a Marine Air-Ground Task Force (MAGTF).

Phase Two: Designed to provide an officer with the fundamentals of MAGTF offensive, defensive, expeditionary operations, and military operations other than war (MOOTW).

Students should allow 5 years to complete Phase One (8500 series) and Phase Two (8600 series). Completion of both phases of AWSNP (8500-8600) satisfies the PME requirement for captains as set forth in MCO P1553.4.

COURSE ADMINISTRATION

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his/her training NCO. The training NCO gives the textbooks and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

- ACE CREDIT:** 8500 (AWS Phase One)
- a. 3 hrs-BALL
 Area of study-Military Studies
 - b. 2 hrs-BALL
 Area of study-Management/Leadership
- 8600 (AWS Phase Two)
- a. 3 hrs-BALL
 Area of study-Military Studies
 - b. 2 hrs-BAUL
 Area of study-Management/Leadership

COURSE DEVELOPER: **COMM: (703) 784-4324**
 DSN: 278-4324

AWSNP PHASE ONE (8500)

8501 WARFIGHTING

Covers the theory and nature of war. This course details the warfighting doctrine of the Marine Corps as expressed in MCDP-1, *Warfighting* and MCDP 1-2, *Campaigning*.

Study Hours: 72

Reserve Retirement Credits: 24

8502 COMMAND AND CONTROL

Covers concepts and practical application of command and control (C²) on the modern battlefield. Focusing on the command, control, and communications of a MAGTF, this course emphasizes streamlined information flow and other control techniques helpful to the company-grade officer.

Study Hours: 66

Reserve Retirement Credits: 22

AWSNP PHASE TWO (8600)

8601 MAGTF OFFENSE

Covers the fundamentals of the offense. Through study and practical exercises, the student conducts the planning necessary to fully realize the combined arms potential of the MAGTF in the offense. Military operations in urban terrain (MOUT), helicopter-borne, and mechanized operations are also presented.

Study Hours: 75

Reserve Retirement Credits: 25

8602 MAGTF DEFENSE

Covers the fundamentals of the MAGTF in defensive operations. Practical exercises give the student the opportunity to conduct the planning necessary to conduct MAGTF defensive operations.

Study Hours: 41

Reserve Retirement Credits: 14

8603 EXPEDITIONARY OPERATIONS

Introduces the student to the nature, capabilities, limitations, and characteristics of a MAGTF in amphibious and littoral operations.

Study Hours: 65

Reserve Retirement Credits: 22

8604 MILITARY OPERATIONS OTHER THAN WAR (MOOTW)

Covers the wide range of military operations other than large-scale combat operations normally associated with conventional war. Included in this course are those increasingly frequent military operations that do not necessarily involve the use or threat of force.

Study Hours: 16

Reserve Retirement Credits: 5

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8800
COMMAND AND STAFF COLLEGE DISTANCE EDUCATION PROGRAM
(CSCDEP)

PURPOSE

The 8800 Program represents an extensive redesign of the CSCDEP. The CSCDEP introduces officers to the study of the art of war. This program teaches the relationships between the strategic, operational, and tactical levels of war. Its focus is on the Marine expeditionary force as the Marine warfighting command within a joint or combined command. CSCDEP also develops the student's ability to effectively communicate strategies and decisions to the operating forces. This instruction parallels the core curriculum of the resident Marine Corps Command and Staff College. Officers selected to the rank of major must enroll in this program within 30 days of selection. Majors must attend the Marine Corps Command and Staff College or attend another services equivalent ILS college in residence, or complete the CSCDEP, or complete another services nonresident ILS equivalent. Students attending equivalent schools or completing another service's nonresident course must also complete *The Marine Air-Ground Task Force (MAGTF)/Marine Corps Planning Process (MCP)* (8845) to fulfill their PME requirements.

ELIGIBILITY

CWO4, Major selects, and above.

Other services - 04 selectees and above. See page 7 for enrollment directions.

International officers - 04 selects and above. See page 7 for enrollment directions.

Federal government employees - GS-12 and above. See page 7 for enrollment directions.

PREREQUISITE

Completion of a career-level school or distance education program.

AREAS OF STUDY

Areas of study include the theory and nature of war, the strategic and operational levels of war, MAGTF education, and operations other than war. Marine officers selected to attend a resident sister service intermediate level school (ILS) must complete *The Marine Air-Ground Task Force (MAGTF)/Marine Corps Planning Process (MCP)* (8845) before the sister service ILS academic year begins.

COURSE ADMINISTRATION

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his or her training NCO. The training NCO gives the textbooks and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

- ACE CREDIT:**
- a. 3 hrs-Upper Level
Area of study – International Relations
 - b. 3 hrs-Upper Level
Area of study – Military Studies
 - c. 3 hrs-Upper Level
Area of study – Organization Management Planning
 - d. 3 hrs-Upper Level
Area of study – Theory and Nature of War
 - e. 3 hrs-Graduate Level
Area of study – Military History/Evolution of Strategic Thought
 - f. 3 hrs-Graduate Level
Area of study – National Security Studies

HELP DESK

A PME Help Desk is available to assist CSCDEP students with questions regarding PME programs.

- a. To contact the PME Help Desk via E-mail, use the following address: OMBMCI-PME@MBW.USMC.MIL
- b. To contact via the Internet, go to the MCI web site, www.mci.usmc.mil.
- c. To contact the PME Help Desk via telephone, call COMM: (202) 685-7608; DSN: 325-7608; or toll free at 1-800-MCI-USMC.

COURSE DEVELOPER: For questions about course content, exam evaluation, and program progress, your main point of contact is the distance education program faculty of the Marine Corps University's College of Continuing Education in Quantico, Virginia. Address your questions about course content to CCE and its satellite campuses by any of the methods below.

DSN telephone: 278-4390/4324

Commercial telephone: (703) 784-4390/4324

Toll free telephone: 1-800-992-9210

Internet: cce@quantico.usmc.mil

Web page: <http://www.mcu.quantico.usmc.mil/cce/cce.htm>

8801 THEORY AND NATURE OF WAR

Addresses the evolution of warfare from the 17th century to the present. This study includes an analysis of the contributions of noted military theorists on the evolution of warfare and the relevance of their theories to modern warfare. Covers warfare from the perspective of both Western and Eastern cultures and from the concept of total war to that of revolutionary warfare.

Study Hours: 43.5

Reserve Retirement Credits: 15

8802 STRATEGIC LEVEL OF WAR

Explores the relationship between national interests, the development of national goals/objectives, and the considerations attendant to using military force to accomplish those goals and objectives. Using *Theory and Nature of War* (8801) as a foundation, *Strategic Level of War* explores how strategies are developed and how the capabilities and limitations of military force are used as an element of national power. Throughout the course, the student analyzes the use of military force as a political instrument and explores the recurring concerns of the strategist and policy maker in preparing for and preventing war, warfighting, and planning for the successful termination of a war.

Study Hours: 47

Reserve Retirement Credits: 16

8803 OPERATIONAL LEVEL OF WAR

Analyzes strategic guidance provided by the national command authority and the translation of that guidance into operational direction in the form of a campaign plan designed to achieve military objectives. Examines the concept of operational (theater level) warfare and the relationship among the strategic, operational, and tactical levels of war. From a Marine Air-Ground Task Force (MAGTF) perspective, the course covers the considerations associated with operational planning in a joint and combined environment.

Study Hours: 66.5

Reserve Retirement Credits: 22

8804 THE MARINE AIR-GROUND TASK FORCE (MAGTF)

Focuses on the concepts, considerations, and procedures attendant to the task organization, deployment, and employment of a MAGTF.

Study Hours: 43

Reserve Retirement Credits: 14

8805 MARINE CORPS PLANNING PROCESS (MCP)

Provides a coherent way to think, reason, and organize thoughts that can be used to plan operations at all levels of command, across the spectrum of conflict, and is compatible with joint processes. The six steps are linked, with the output of one becoming the input for another. Rather than lockstep drill, the MCP breaks the total process into manageable chunks for both the commander and staff.

Study Hours: 15

Reserve Retirement Credits: 5

8806 JOINT AND MULTINATIONAL OPERATIONS

Addresses a wide array of subjects which include: MARFOR competency, the MAGTF and Joint Task Force Planning Considerations, Theater Logistics, Information Warfare and Command and Control Warfare, and Space Operations.

Study Hours: 24

Reserve Retirement Credits: 8

8807 MAGTF OPERATIONS

Promotes an understanding of the complexities associated with MEF level capabilities and operations. Provides an overview of MEF fire support, CSS operations, and rear area operations as well as examining two case studies: *Desert Storm* and the *Pusan Perimeter*.

Study Hours: 35.5

Reserve Retirement Credits: 12

8808 AMPHIBIOUS OPERATIONS

Introduces joint amphibious and landing force doctrine. Explores the nature, limitations, and characteristics of a MAGTF in an amphibious operation; the phases of an amphibious operation; service and command responsibilities; planning considerations; and the termination of operations.

Study Hours: 41.5

Reserve Retirement Credits: 14

8809 OPERATIONS OTHER THAN WAR

Studies the aspects of military operations that focus on deterring war and promoting peace in an environment other than large-scale combat operations normally associated with conventional war. Previously referred to as Low Intensity Conflict, *Operations Other Than War* is a much broader and evolving conceptualization that also includes military operations that do not involve the use or threat of force. Provides a foundation on which to assess a situation, appraise whether and what kind of military response is appropriate, and justify the logic and validity of the decision.

Study Hours: 36

Reserve Retirement Credits: 12

8811A THEORY & NATURE (CD)

CD-based interactive courseware version of MCI 8801, *Theory and Nature of War*. This course addresses the evolution of warfare from the 17th century to the present. This study includes an analysis of the contributions of noted military theorists on the evolution of warfare and the relevance of their theories to modern warfare. Covers warfare from the perspective of both Western and Eastern cultures and from the concept of total war to that of revolutionary warfare. This course is available as a substitute for the 8801 course. It will be shipped upon request.

Study Hours: 43.5

Reserve Retirement Credits: 15

8845
THE MARINE AIR-GROUND TASK FORCE (MAGTF)/MARINE CORPS
PLANNING PROCESS (MCP)

PURPOSE

The 8845 Program is designed for Marine officer's selected to attend a resident or distance learning sister service intermediate level school (ILS) (identified in MCO P1553.4). Marine officers are required to complete two courses of instruction: *The Marine Air-Ground Task Force (MAGTF)* (8804) and *Marine Corps Planning Process (MCP)* (8805).

ELIGIBILITY

Marine major-selects and above.

PREREQUISITE

Completion of a career-level school or distance education program.

AREAS OF STUDY

The Marine Air-Ground Task Force (MAGTF) (8804) focuses on the concepts, coordination, and procedures attendant to the task organization, deployment, and employment of the MAGTF. The *Marine Corps Planning Process (MCP)* (8805) describes a decision-making methodology and how different levels of command can adapt the process. It illustrates a variety of planning tools such as matrices and plan formats.

COURSE ADMINISTRATION

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous PME programs, these are closed book, proctored tests. When a student enrolls in this program, the text and examination packages for each course are mailed directly to the student. The student must take all program materials to the training NCO. The training NCO gives the books and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

HELP DESK

A PME Help Desk is available to assist CSCDEP students with questions regarding PME programs.

- a. To contact the PME Help Desk via E-mail, type the following: OMB MCI PME@MBW.USMC.MIL
- b. To contact via the Internet, go to the MCI web site, www.mci.usmc.mil.
- c. To contact the PME Help Desk via telephone, call COMM: (202) 685-7608; DSN: 325-7608; or toll free (CONUS) at 1-800-MCI-USMC.

COURSE DEVELOPER: For questions about course content, exam evaluation, and program progress, your main point of contact is the distance education program faculty of the Marine Corps University's College of Continuing Education in Quantico, Virginia. Address your questions about course content to CCE and its satellite campuses by any of the methods below.

DSN telephone: 278-4390/4324

Commercial telephone: (703) 784-4390/4324

Toll free telephone: 1-800-992-9210

Internet: cce@quantico.usmc.mil

Web page: <http://www.mcu.quantico.usmc.mil/cce/cce.html>

8804 THE MARINE AIR-GROUND TASK FORCE (MAGTF)

Focuses on the concepts, considerations, and procedures attendant to the task organization, deployment, and employment of a MAGTF.

Study Hours: 43

Reserve Retirement Credits: 14

8805 MARINE CORPS PLANNING PROCESS (MCP)

Provides a coherent way to think, reason, and organize thoughts that can be used to plan operations at all levels of command, across the spectrum of conflict, and is compatible with joint processes. The six steps are linked, with the output of one becoming the input for another. Rather than lockstep drill, the MCP breaks the total process into manageable chunks for both the commander and staff.

Study Hours: 15

Reserve Retirement Credits: 5

MARINE CORPS INSTITUTE JOB AIDS

The following MCI job aids are available from the MCI web page in a PDF format. These job aids and handbooks may be quickly downloaded, printed, and customized to meet unit or individual needs.

- FORWARD AIR CONTROLLER

Target Audience: Forward air controllers, air officers, reconnaissance units, ANGLICO units, and FAC schools at EWTGPAC/LANT.
Description: Provides checklists on performing the duties of a Forward Air Controller (FAC).

- AN/PSN-11 PLGR HANDBOOK

Target Audience: All Marines.
Description: This handbook is intended for instructional purposes only. It is designed for use by any Marine who is assigned the task of navigating with the Precision Lightweight GPS Receiver (PLGR).

- AN/PSN-11 PLGR AID

Target Audience: All Marines.
Description: This aid is designed as a ready reference for use by any Marine who is assigned the task of navigating with the Precision Lightweight GPS Receiver (PLGR).

- LAYING METHODS AND HASTY SURVEY METHODS

Target Audience: Sergeants and above in the 08XX occupational field.
Description: Designed to aid in preparing the aiming circle for declinating, laying weapons, laying using the M-2 compass, distant aiming points, establishing hasty survey and subtense.

- M224 60mm MORTAR CREWMAN

Target Audience: Privates through sergeants who are assigned as members of a 60mm mortar squad.
Description: This course is intended for instructional purpose only. This handbook covers techniques and procedures that are involved with being a 60mm mortar crewman.

- CHEMICAL WARFARE

Target Audience: All Marines.
Description: This handbook is intended for instructional purpose only. This handbook addresses the fundamentals of survival in an NBC environment.

- CHIEF COOK

Target Audience: This handbook is applicable to all enlisted Marines in occupational field 33xx.
Description: This handbook is designed to provide a Marine with the basic knowledge to conduct themselves as a chief cook.

- AIRCRAFT MAINTENANCE NCO

Target Audience: Private through sergeant in any aviation maintenance occupational field or MOS.
Description: This handbook intended for instructional purpose only. This handbook covers material applicable to all aviation maintenance MOSs.

- PASTRY BAKING

Target Audience: This handbook is applicable to all enlisted Marines in occupational field 33xx.

Description: This handbook is intended for instructional purpose only and discusses

basic knowledge and skills of how Marines conduct themselves as a pastry baker.

- CIVIL DISTURBANCES (FM 19-15)

Target Audience: This handbook is applicable to all Marines.

Description: This field manual discusses the principles, policies, and legal considerations that govern the commitment of federal forces to civil disturbance control operations, the principles of civil disturbance control operations, planning and training for such operations, and the operational tasks and techniques employed to control civil disturbances and neutralize special threats

The following U.S. Army manuals can be accessed from the MCI web page as well:

- MK19 TECHNICAL MANUAL
- MK19 FIELD MANUAL
- M249 (SAW) FIELD MANUAL
- M2 (.50 Cal) TECHNICAL MANUAL
- M2 (.50 Cal) FIELD MANUAL

The following paper-based Job Aids are available and to receive copies of these, contact MCI operations:

- Battle Drill Guide
- Forward Air Controller (FAC) Handbook

MARINE BATTLE SKILLS TRAINING (MBST)

***SEE NOTES BEFORE ORDERING**

ALMARs 330/94 and 369/94 and MCO 1500.51A explain the Commandant's policy, intent, and execution instructions for the MBST program. GMS (MBST Book 1) is an annual training/testing requirement for privates through captain.

- MBST, Book 1 - General Military Skills with Users' Guide, Pvt-Capt PCN 50600000100
- MBST, Book 2 – Individual Combat Basic Tasks, Pvt-LCpl PCN 50600000200
- MBST, Book 3 – Individual Combat Basic Tasks, Cpl-Sgt PCN 50600000300
- MBST, Book 4 – Individual Combat Basic Tasks, SSgt-GySgt PCN 50600000400
- TEST B, 100 question test on Book 1 PCN 50600000600

Units who meet eligibility requirements contained in "Management Procedures" (page 7) must order MBST books and examinations through the Marine Corps Publication Distribution System (MCPDS). Use the PCNs when ordering. Note that each book is designed for Marines of differing grades. Units will require varying quantities of each book based on their table of organization. Distribution of MBST books is through MCLB, Albany, GA. All questions concerning distribution should be directed to MCLB, Department #876A, MCPIDS, Albany, GA. The telephone number is DSN: 567-5819/5818 or commercial: (912) 439-5819/6350/5818. The web site is pub.ala.usmc.mil

Notes:

- Book 5, the MBST User's Guide, was incorporated into Book 1 in August 1995, as noted in ALMAR 236/95.
- Unit of issue for MBST Books 1, 2, 3, and 4 is one each.
- Unit of issue for Test B is 1 each.
- Ordering instructions are contained in MCPIDS User Manual 5605 (PCN 18730000000).
- Another source of information is a discontinued order, MCO P4400.84C (PCN 10205040000).

Address any questions or concerns relating to content to the following:

Deputy Director DLTD
Marine Corps Institute
912 Charles Poor Street SE
Washington Navy Yard DC 20391-5680

Or contact MCI via telephone:

COMM: (202) 685-7529
DSN: 325-7529
FAX DSN: 325-7473
FAX COMM: (202) 685-7473

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ADDITIONAL EDUCATION AND TRAINING SOURCES

1. Distance education and training courses and PME programs prepared by MCI are designed to fulfill the unique needs of the Marine Corps. Marines may also enroll in distance education courses and programs offered by the Army, Navy, Air Force, and the U.S. Coast Guard.
2. Since each service has different procedures, eligibility requirements, and forms for course enrollment, Marines should check the course catalog of the specific service thoroughly before applying for enrollment. Catalogs for each service are provided to all Marine Corps activities. Address requests for catalogs of other services to the Commandant of the Marine Corps (Code ARDS), 2 Navy Annex, Washington, DC 20380-1775. Catalogs for each service can also be obtained by writing or telephoning the service directly. Address and telephone numbers are provided below.
3. Marines completing distance-training courses offered by other services **do not** receive bonus points towards the computation of their composite scores. However, many courses offered by other services are accredited and a Marine may be able to apply the credits towards completion of either a baccalaureate degree or vocational/technical certificate.
4. The following information is provided to assist Marines in contacting other service distance education institutes:

a. Army

Army Correspondence Course Program

Catalog: DA PAM 350-59

Enrollment/Student Services/Information:

Army Institute for Professional Development (AIPD)

U.S. Army Training Support Center

Fort Eustis, VA 23604-5121

DSN: 927-3697

COMM: (757) 878-2169/5410

Catalog Address: U.S. Army AC Publications Center

2800 Eastern Boulevard

Baltimore, MD 21220

Internet Address: WWW.ATSC.ARMY.MIL/ACCP/AIPD

Examples of courses available:

Air Defense (*Cover and Deception for Air Defense Units*)

Armor (*Combat Orders and Plans* and *Turret Familiarization MIAI Tank*)

Chemical (*Chemical Detection and Reporting* and *Chemical Agents/ Components*)

Public Affairs (*Introduction to Journalism* and *Radio and TV Interviewing*)

Engineer (*Field Fortifications* and *Explosives and Demolitions*)

Field Artillery (*Precision Registration; Fire Planning for Offensive Missions; and AN-GVS-5*

Laser Range Finder)

Infantry (*Infantry Squad Operations; Mortars; and Tow Tactics*)

Intelligence (*Intelligence Preparation of the Battlefield* and *Captured Documents Handling*)

Military Police (*Physical Security Planning* and *Civil Disturbance Operations*)

Ordnance (*Maintenance of the M198 Howitzer* and *Maintenance of the M249 Machinegun*)

Communications (*Multichannel Radio Systems; Principles of Radio Wave Propagation; and Communications Security*)

Motor Transportation (*Motor Convoy Operations; Wheeled Vehicle Brake Systems; and Wheeled Vehicle Engines*)

b. Air Force

Air Force Institute for Advanced Distributed Learning (AFIADL)

Catalog: AFIADL Course Institute Catalog

Catalog Address: Air Force Institute for Advanced Distributed Learning

50 South Turner Boulevard

Maxwell AFB Gunter Annex, AL 36118-5643

DSN: 596-4536/4329/4255

COMM: (334) 416-XXXX

Internet Address: www.maxwell.af.mil/au/afiadl PROTO.HTM

Examples of courses available:

Professional Military Education (*History of U.S. Air Power*)

Aircrew Operations (*Airborne Electronic Fundamentals*)

Weather (*Supplemental Forecaster Training*)

Communications-Computer Systems (*Radio Communications Systems*)

Communications-Electronic Systems (*Satellite and Wideband Communications Equipment*)

Communications-Electronics (*Relays, Generators, Motors, and Electromechanical Devices*)

Civil Engineering (*General Contingency Responsibilities*)

Public Affairs (*Radio and Television Broadcasting*)

Security Police (*Crime Prevention and Ground Combat Skills*)

Classified National Security Information Management (*Declassification Training*)

Intelligence (*Signals Intelligence Production*)

Aircrew Protection (*Survival, Evasion, Resistance, and Escape (SERE) Training*)

c. Coast Guard

Coast Guard Institute

Catalog: Coast Guard's List of Correspondence Courses

Catalog Address: Commanding Officer

United States Coast Guard Institute

5900 S. W. 64th Street

Oklahoma City, OK 73169-6990

COMM: (405) 954-4265

Internet Address: WWW.USCG.MIL/HQ/CGI/INDEX.HTM

Examples of course available:

Public Affairs Specialist

Food Services Specialist

Fireman

Elementary Algebra/Celestial Navigation

5. Officers may complete an Intermediate Level School distance education program offered by the services below. Marine officers completing another service's distance education program must also complete *The Marine Air-Ground Task Force (MAGTF)/Marine Corps Planning Process (MCP)* (8845).

a. Naval War College Nonresident Program

Address: Naval War College (Code IG)
686 Cushing Road
Newport, RI 02841-1207
DSN: 948-2135/3898
COMM: (401) 841-2135
Internet Address: [HTTP://WWW.USNWC.EDU/NWC/CCE/INDEX.HTM](http://WWW.USNWC.EDU/NWC/CCE/INDEX.HTM)

b. U. S. Army Command and General Staff Corresponding Studies Program

Address: CGSC
DNRS Eisenhower Hall
Building 120, Room 273N
280 Gibbon Avenue
Fort Leavenworth, KS 66027-2314
DSN: 585-3362/3380
COMM: (913) 758-3362/3380
Internet Address: [HTTP://WWW-CGSC.ARMY.MIL/NRS/APPLY/CATALOG/CH1.HTM](http://WWW-CGSC.ARMY.MIL/NRS/APPLY/CATALOG/CH1.HTM)

c. Air Command and Staff College Associate Programs

Address: AOS - EIOR
50 South Turner Blvd.
Maxwell AFB, AL 36118-5643
DSN: 596-4536
COMM: (334) 416-4536
Internet Address: [HTTP://WWW.CDSAR.AF.MIL/ECI/ECI/CATTOC.HTM](http://WWW.CDSAR.AF.MIL/ECI/ECI/CATTOC.HTM)

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MCI PRODUCT DELETIONS AND ADDITIONS/REVISIONS

1. The following MCI products were deleted since the last printing of the *Annual Course Listing*:

0316J *Military Functions in Civil Disturbances*
0381B *Land Navigation*
1391 *Bulk Fuel Specialist*
334K *Food Service Fundamentals*

2. The following MCI products were added or revised since the last printing of the *Annual Course Listing*:

0215A *Terrorism Awareness (WEB)*
334L *Food Service Fundamentals*
1391A *Bulk Fuel Specialist*
0367A *The Marine Marksman (WEB)*
0385A *Land Navigation (WEB)*
2563 *Encryption/Decryption Device (TSEC/KY-99A) Operations Course (CD)*
2566 *Analog Switchboard (SB-3614) Operations Course (CD)*
2567 *Remote Multiplexer-Combiner (TD-1234) Operations Course (CD)*
2568 *Data Transfer Device (AN/CYZ-10) Operations Course (CD)*
3535A *Incidental Motor Vehicle Operator*